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SOLDIER'S MANUAL and TRAINER'S GUIDE

MOS 79T

Soldier's Manual and Trainer's Guide, Skill Levels 4/5, MOS 79T, Recruiting and Retention NCO, Army National Guard

Skill Levels 4 and 5

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PREFACE

Preface

This soldier's training publication (STP) is for Army National Guard (ARNG) Soldiers, skill levels (SLs) 4 and 5, holding military occupational specialty (MOS) 79T and for trainers and first-line supervisors. It contains standardized training objectives, in the form of task summaries to train and evaluate Soldiers on critical tasks which support unit missions during wartime. Trainers and first-line supervisors should ensure Soldiers holding MOS/SL 79T4/5 have access to this publication. It should be made available in the Soldier's work area, unit learning center, and unit libraries.

Note: SQT-4 Soldiers assigned to the ARNG recruiting and retention force must maintain proficiency in their primary MOS. Utilize the appropriate Soldier's Training Publication in conjunction with this publication when developing training and identifying training requirements for these Soldiers.

This manual applies to Active Guard Reserve (AGR) Soldiers.

The proponent of this publication is U.S. Army Training and Doctrine Command (TRADOC). Users of this publication are encouraged to recommend changes and submit comments for its improvement. Comments should be keyed to specific page, paragraph, and line of text for the change recommended. Provide reasons for each comment to ensure understanding and complete evaluation. Prepare comments using DA Form 2028 (*Recommended Changes to Publications and Blank Forms*) and submit to—

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Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

CHAPTER 1

Introduction

1-1. GENERAL. This soldier training publication (STP) identifies the individual military occupational specialty (MOS) 79T, ARNG Recruiting and Retention NCO (RRNCO), and area of concentration training requirements for enlisted Soldiers assigned to the ARNG Recruiting and Retention Force (RRF) skill levels 4 and -5. Commanders, trainers, and Soldiers should use this STP to plan, conduct, and evaluate individual training for their command. It is the primary MOS reference to support the self-development and training of every enlisted Soldier assigned to the RRF. (RRF Soldiers assigned, as SQI-4 must maintain proficiency in their primary MOS. Utilize the appropriate STP in conjunction with this publication when developing training and identifying training requirements for these soldiers.) The STP is used with the Soldier's Manual of Common Tasks, Army Training and Evaluation Programs (ARTEPs), and FM 7-0, *Training for Full Spectrum Operations*, to establish effective training plans and programs that integrate soldier, leader, and collective tasks. This chapter explains how to use the STP in establishing an effective individual training program. It includes doctrinal principles and implications outlined in FM 7-0. Based on these guidelines, commanders and unit trainers must tailor the information to meet the requirements for their specific unit.

1-2. TRAINING REQUIREMENT. Every Soldier, noncommissioned officer (NCO), warrant officer, and officer has one primary mission. The mission is -- to be trained and ready to fight and win our nation's wars. Success in battle does not happen by accident; it is a direct result of tough, realistic, and challenging training.

a. How the Army trains the Army.

(1) Training is a team effort and the entire Army including the -- Department of the Army, major commands (MACOMs), the institutional training base, units, the combat training centers (CTCs), each individual Soldier and the civilian workforce -- has a role that contributes to readiness. Department of the Army and MACOMs are responsible for resourcing the Army to train. The institutional Army, including schools, training centers, and NCO academies, for example, train soldiers and leaders to take their place in Army units by teaching the doctrine and tactics, techniques, and procedures (TTP). Units, leaders, and individuals train to standard on their assigned critical individual tasks. The unit trains first as an organic unit and then as an integrated component of a team. Before the unit can be trained to function as a team, each soldier must be trained to perform their individual supporting tasks to standard. Operational deployments and major training opportunities, such as major training exercises, CTCs, and ARTEPs provide rigorous, realistic, and stressful training and operational experience under actual or simulated combat and operational conditions to enhance unit readiness and produce bold, innovative leaders. The result of this Army-wide team effort is a training and leader development system that is unrivaled in the world. Effective training produces the force force including-- Soldiers, leaders, and units, -- that can successfully execute any assigned mission.

(2) The Army training and leader development model (figure 1-1) centers on developing trained and ready units led by competent and confident leaders. The model depicts an important dynamic that creates a lifelong learning process. The three core domains that shape the critical learning experiences throughout a Soldier's and leader's time span are the operational, institutional, and self-development domains. Together, these domains interact using feedback and assessment from various sources and methods to maximize warfighting readiness. Each domain has specific, measurable actions that must occur to develop our leaders.

- The operational domain includes home station training, CTC rotations, joint training exercises, and deployments that satisfy national objectives. Each of these actions provides foundational experiences for soldier, leader, and unit development.
- The institutional domain focuses on educating and training soldiers and leaders on the key knowledge, skills and attributes required to operate in any environment. It includes individual, unit and joint schools, and advanced education.
- The self-development domain, both structured and informal, focuses on taking those actions necessary to reduce or eliminate the gap between operational and institutional experiences.

(3) Throughout this lifelong learning and experience process, there is formal and informal assessment and feedback of performance to prepare leaders and Soldiers for their next level of responsibility. Assessment is the method used to determine the proficiency and potential of leaders against a known standard. Feedback must be clear, formative guidance directly related to the outcome of training events measured against standards.

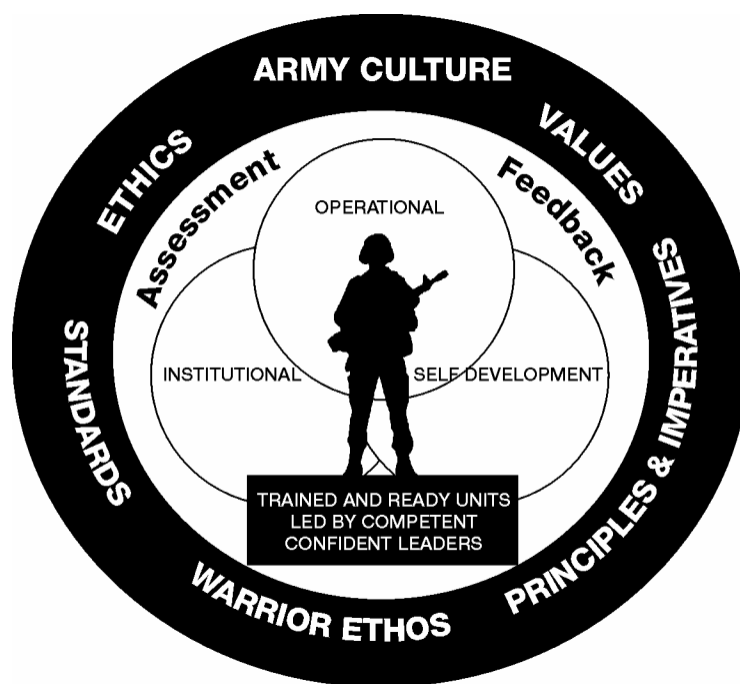


Figure 1-1. Army Training and Leader Development Model

b. Leader training and leader development.

(1) Competent and confident leaders are a prerequisite to the successful training of units. It is important to understand that leader training and leader development are integral parts of unit readiness. Leaders are inherently Soldiers first and should be technically and tactically proficient in basic Soldier skills. They are also adaptive, capable of sensing their environment, adjusting the plan when appropriate, and properly applying the proficiency acquired through training.

(2) Leader training is an expansion of these skills that qualifies them to lead other soldiers. As such Therefore, doctrine and principles of training require the same level of

attention of senior commanders. Leader training occurs in the institutional Army, the unit, the CTCs, and through self-development. Leader training is just one portion of leader development.

(3) Leader development is the deliberate, continuous, sequential, and progressive process, grounded in Army values, that grows soldiers and civilians into competent and confident leaders capable of decisive action. Leader development is achieved through the life-long synthesis of the knowledge, skills, and experiences gained through institutional training and education, organizational training, operational experience, and self-development. Commanders play the key roll in leader development that ideally produces tactically and technically competent, confident, and adaptive leaders who act with boldness and initiative in dynamic, complex situations to execute mission-type orders achieving the commander's intent.

c. Training Responsibility. Soldier and leader training and development continue in the unit. Using the institutional foundation, training in organizations and units focuses and hones individual and team skills and knowledge.

(1) Commander responsibility.

(a) The unit commander is responsible for the wartime readiness of all elements in the formation. The commander is, therefore, the primary trainer of the organization and is responsible for ensuring that all training is conducted in accordance with the STP to the Army standard.

(b) Commanders ensure STP standards are met during all training. If a soldier fails to meet established standards for identified MOS tasks, the Soldier must retrain until the tasks are performed to standard. Training to standard on MOS tasks is more important than completion of a unit training event such as an ARTEP. The objective is to focus on sustaining MOS proficiency. – Tthis is the critical factor commanders must adhere to when training individual Soldiers units.

(2) NCO responsibility.

(a) A great strength of the U.S. Army is its professional NCO corps who takes pride in being responsible for the individual training of Soldiers, crews, and small teams. The NCO support channel parallels and complements the chain of command. It is a channel of communication and supervision from the command sergeant major (CSM) to the first sergeants (1SGs) and then to other NCOs and enlisted personnel. NCOs train soldiers to the non-negotiable standards published in STPs. Commanders delegate authority to NCOs in the support channel as the primary trainers of individual, crew, and small team training. Commanders hold NCOs responsible for conducting standard-based, performance-oriented, battle-focused training and providing feedback on individual, crew, and team proficiency. Commanders define responsibilities and authority of their NCOs to their staffs and subordinates.

(b) NCOs continue the soldierization process of newly assigned enlisted Soldiers, and begin their professional development. NCOs are responsible for conducting standard-based, performance-oriented, battle-focused training. They identify specific individual, crew, and small team tasks that support the unit's collective mission essential tasks; plan, prepare, rehearse, and execute training; and evaluate training and conduct after action reviews (AARs) to provide feedback to the commander on individual, crew, and small team proficiency. Senior NCOs coach junior NCOs to master a wide range of individual tasks.

(3) Soldier responsibility. Each Soldier is responsible for performing individual tasks identified by the first-line supervisor based on the unit's mission essential task list (METL). Soldiers must perform tasks to the standards included in the task summary. If Soldiers have questions about tasks or which tasks in this manual they must perform, they are responsible for asking their first-line supervisor for clarification, assistance, and guidance. First-line supervisors

know how to perform each task or can direct Soldiers to appropriate training materials, including current field manuals, technical manuals, and Army regulations. Soldiers are responsible for using these materials to maintain performance. They are also responsible for maintaining standard performance levels of all Soldier's Manual of Common Tasks at their current skill level and below. Periodically, Soldiers should ask their supervisor or another Soldier to check their performance to ensure that they can perform the tasks.

1-3. BATTLE-FOCUSED TRAINING. Battle focus is a concept used to derive peacetime training requirements from assigned and anticipated missions. The priority of training in units is to train to standard on the wartime mission. Battle focus guides the planning, preparation, execution, and assessment of each organization's training program to ensure its members train as they are going to fight. Battle focus is critical throughout the entire training process and is used by commanders to allocate resources for training based on wartime and operational mission requirements. Battle focus enables commanders and staffs at all echelons to structure a training program that copes with non-mission-related requirements while focusing on mission essential training activities. It is recognized that a unit cannot attain proficiency to standard on every task whether due to time or other resource constraints. However, unit commanders can achieve a successful training program by consciously focusing on a reduced number of METL tasks that are essential to mission accomplishment.

a. Linkage between METL and STP. A critical aspect of the battle focus concept is to understand the responsibility for and the linkage between the collective mission essential tasks and the individual tasks that support them. For example, the commander and the CSM/1SG must jointly coordinate the collective mission essential tasks and supporting individual tasks on which the unit will concentrate its efforts during a given period. This task hierarchy is provided in the task database at the Reimer digital library. The CSM/1SG must select the specific individual tasks that support each collective task to be trained. Although NCOs have the primary role in training and sustaining individual soldier skills, officers at every echelon remain responsible for training to established standards during both individual and collective training. Battle focus is applied to all missions across the full spectrum of operations.

b. Relationship of STPs to battle-focused training. The two key components of any STP are the soldier's manual (SM) and training guide (TG). Each gives leaders important information to help implement the battle-focused training process. The training guide relates soldier and leader tasks in the MOS and skill level to duty positions and equipment. It states where the task is trained, how often training should occur to sustain proficiency, and who in the unit should be trained. As leaders assess and plan training, they should rely on the TG to help identify training needs.

(1) Leaders conduct and evaluate training based on Army-wide training objectives and on the task standards published in the SM task summaries or in the Reimer digital library. The task summaries ensure that—

Trainers in every unit and location define task standards the same way Trainers evaluate all soldiers to the same standards.

(2) Figure 1-2 shows how battle-focused training relates to the training guide and soldier's manual:

The left column shows the steps involved in training soldiers.

The right column shows how the STP supports each of these steps.

BATTLE-FOCUS PROCESS	STP SUPPORT PROCESS
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Select supporting Soldier tasks	Use TG to relate tasks to METL
Conduct training assessment	Use TG to define what soldier tasks to assess
Determine training objectives	Use TG to set objectives
Determine strategy; plan for training	Use TG to relate soldier tasks to strategy
Conduct pre-execution checks	Use SM task summary as source for task performance
Execute training; conduct after action review	Use SM task summary as source for task performance
Evaluate training against established standards	Use SM task summary as standard for evaluation

Figure 1-2. Relationship of Battle-Focused Training and STP

1-4. TASK SUMMARY FORMAT. Task summaries outline the wartime performance requirements of each critical task in the SM. They provide the Soldier and the trainer with the information necessary to prepare, conduct, and evaluate critical task training. As a minimum, task summaries include information the Soldier must know and the skills that he must perform to standard for each task. The format of the task summaries included in this SM is as follows:

- a.** Task number. A 10-digit number identifies each task or skill. This task number, along with the task title, must be included in any correspondence pertaining to the task.
- b.** Task title. The task title identifies the action to be performed.
- c.** Conditions. The task conditions identify all the equipment, tools, references, job aids, and supporting personnel that the soldier needs to use to perform the task in wartime. This section identifies any environmental conditions that can alter task performance, such as visibility, temperature, or wind. This section also identifies any specific cues or events that trigger task performance, such as a chemical attack or identification of a threat vehicle.
- d.** Standards. The task standards describe how well and to what level the task must be performed under wartime conditions. Standards are typically described in terms of accuracy, completeness, and speed.
- e.** Training and evaluation. The training evaluation section identifies specific actions, known as performance steps, that the Soldier must do to successfully complete the task. These actions are in the evaluation guide section of the task summary and are listed in a pass/fail format for easy evaluation. For some tasks, the training and evaluation section may also include detailed training information in a training information outline and an evaluation preparation section. The evaluation preparation section indicates necessary modifications to task performance in order to train and evaluate a task that cannot be trained to the wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications, and any instructions that should be given to the Soldier before evaluation.
- f.** References. This section identifies references that provide more detailed and thorough explanations of task performance requirements than those given in the task summary description.
- g.** Warnings. Warnings alert users to the possibility of immediate personal injury or damage to equipment.

h. Notes. Notes provide a supportive explanation or hint that relates to the performance standards.

1-5. TRAINING EXECUTION. All good training, regardless of the specific collective, leader, and individual tasks being executed, must comply with certain common requirements. These include adequate preparation, effective presentation and practice, and thorough evaluation. The execution of training includes preparation for training, conduct of training, and recovery from training.

a. Preparation for training. Formal near-term planning for training culminates with the publication of the unit training schedule. Informal planning, detailed coordination, and preparation for executing the training continue until the training is performed. Commanders and other trainers use training meetings to assign responsibility for preparation of all scheduled training. Preparation for training includes selecting tasks to be trained, planning the conduct of the training, training the trainers, reconnaissance of the site, issuing the training execution plan, and conducting rehearsals and pre-execution checks. Pre-execution checks are preliminary actions commanders and trainers use to identify responsibility for these and other training support tasks. They are used to monitor preparation activities and to follow up to ensure planned training is conducted to standard. Pre-execution checks are a critical portion of any training meeting. During preparation for training, battalion and company commanders identify and eliminate potential training distracters that develop within their own organizations. They also stress personnel accountability to ensure maximum attendance at training.

(1) Subordinate leaders, as a result of the bottom-up feed from internal training meetings, identify and select the individual tasks necessary to support the identified training objectives. Commanders develop the tentative plan to include requirements for preparatory training, concurrent training, and training resources. At a minimum, the training plan should include confirmation of training areas and locations, training ammunition allocations, training simulations or simulators availability, transportation requirements, soldier support items, a risk management analysis, assignment of responsibility for the training, designation of trainers responsible for approved training, and final coordination. The time and other necessary resources for retraining must also be an integral part of the original training plan.

(2) Leaders, trainers, and evaluators are identified, trained to standard, and rehearsed prior to the conduct of the training. Leaders and trainers are coached on how to train, given time to prepare, and rehearsed so that training will be challenging and doctrinally correct. Commanders ensure that trainers and evaluators are not only tactically and technically competent on their training tasks, but also understand how the training relates to the organization's METL. Properly prepared trainers, evaluators, and leaders project confidence and enthusiasm to those being trained. Trainer and leader training is a critical event in the preparation phase of training. These individuals must demonstrate proficiency on the selected tasks prior to the conduct of training.

(3) Commanders, with their subordinate leaders and trainers, conduct site reconnaissance, identify additional training support requirements, and refine and issue the training execution plan. The training plan should identify all those elements necessary to ensure the conduct of training to standard. Rehearsals are essential to the execution of good training. Realistic, standard-based, performance-oriented training requires rehearsals for trainers, support personnel, and evaluators. Preparing for training in Reserve Component (RC) organizations can require complex pre-execution checks. RC trainers must often conduct detailed coordination to obtain equipment, training support system products and ammunition from distant locations. In addition, RC pre-execution checks may be required to coordinate Active Component assistance from the numbered CONUSA, training support divisions, and directed training affiliations.

b. Conduct of training. Ideally, training is executed using the crawl-walk-run approach. This allows and promotes an objective, standard-based approach to training. Training starts at the basic level. Crawl events are relatively simple to conduct and require minimum support from the unit. After the crawl stage, training becomes incrementally more difficult, requiring more resources from the unit and home station, and increasing the level of realism. At the run stage, the level of difficulty for the training event intensifies. Run stage training requires optimum resources and ideally approaches the level of realism expected in combat. Progression from the walk to the run stage for a particular task may occur during a one-day training exercise or may require a succession of training periods over time. Achievement of the Army standard determines progression between stages.

(1) In crawl-walk-run training, the tasks and the standards remain the same; however, the conditions under which they are trained change. Commanders may change the conditions, for example, by increasing the difficulty of the conditions under which the task is being performed, increasing the tempo of the task training, increasing the number of tasks being trained, or by increasing the number of personnel involved in the training. Whichever approach is used, it is important that all leaders and soldiers involved understand in which stage they are currently training and understand the Army standard.

(2) An AAR is immediately conducted and may result in the need for additional training. Any task that was not conducted to standard should be retrained. Retraining should be conducted at the earliest opportunity. Commanders should program time and other resources for retraining as an integral part of their training plan. Training is incomplete until the task is trained to standard. Soldiers will remember the standard enforced, not the one discussed.

1-6. TRAINING ASSESSMENT. Assessment is the commander's responsibility. It is the commander's judgment of the organization's ability to accomplish its wartime operational mission. Assessment is a continuous process that includes evaluating individual training, conducting an organizational assessment, and preparing a training assessment. The commander uses his experience, feedback from training evaluations, and other evaluations and reports to arrive at his assessment. Assessment is both the end and the beginning of the training management process. Training assessment is more than just training evaluation, and encompasses a wide variety of inputs. Assessments include such diverse systems as training, force integration, logistics, and personnel, and provide the link between the unit's performance and the Army standard. Evaluation of training is, however, a major component of assessment. Training evaluations provide the commander with feedback on the demonstrated training proficiency of Soldiers, leaders, battle staffs, and units. Commanders cannot personally observe all training in their organization and, therefore, gather feedback from their senior staff officers and NCOs.

a. Evaluation of training. Training evaluations are a critical component of any training assessment. Evaluation measures the demonstrated ability of Soldiers, commanders, leaders, battle staffs, and units against the Army standard. Evaluation of training is integral to standards-based training and is the cornerstone of leader training and leader development. STPs describe standards that must be met for each Soldier task.

(1) All training must be evaluated to measure performance levels against the established Army standard. The evaluation can be as fundamental as an informal, internal evaluation performed by the leader conducting the training. Evaluation is conducted specifically to enable the individual undergoing the training to know whether the training standard has been achieved. Commanders must establish a climate that encourages candid and accurate feedback for the purpose of developing leaders and trained Soldiers.

(2) Evaluation of training is not a test; it is not used to find reasons to punish leaders and soldiers. Evaluation tells soldiers whether or not they achieved the Army standard and, therefore, assists them in determining the overall effectiveness of their training plans. Evaluation produces disciplined soldiers, leaders and units. Training without evaluation is a waste of time and resources.

(3) Leaders use evaluations as an opportunity to coach and mentor soldiers. A key element in developing leaders is immediate, positive feedback that coaches and leads subordinate leaders to achieve the Army standard. This is a tested and proven path to develop competent, confident adaptive leaders.

b. Evaluators. Commanders must plan for formal evaluation and must ensure the evaluators are trained. These evaluators must also be trained as facilitators to conduct AARs that elicit maximum participation from those being trained. External evaluators will be certified in the tasks they are evaluating and normally will not be dual-hatted as a participant in the training being executed.

c. Role of commanders and leaders. Commanders ensure that evaluations take place at each echelon in the organization. Commanders use this feedback to teach, coach, and mentor their subordinates. They ensure that every training event is evaluated as part of training execution and that every trainer conducts evaluations. Commanders use evaluations to focus command attention by requiring evaluation of specific mission essential and battle tasks. They also take advantage of evaluation information to develop appropriate lessons learned for distribution throughout their commands.

d. After action review. The AAR, whether formal or informal, provides feedback for all training. It is a structured review process that allows participating Soldiers, leaders, and units to discover for themselves what happened during the training, why it happened, and how it can be done better. The AAR is a professional discussion that requires the active participation of those being trained. FM 7-1 provides detailed instructions for conducting an AAR and detailed guidance on coaching and critiquing during training.

1-7. TRAINING SUPPORT. References have been identified for each task to assist in planning and conducting training. A consolidated list of references identified by type, publication number, and title and a comprehensive glossary of acronyms, abbreviations, and definitions are included in this STP.

1-8. FEEDBACK. Recommendations for improvement of this STP are requested. Feedback will help to ensure that this STP answers the training needs of units in the field. There is a questionnaire at the end of this STP to make it easier to send recommendations and comments.

1-9. Army soldier training publications may be located at the General Dennis J. Reimer Training and Doctrine Digital Library at <http://www.adtdl.army.mil/atdls.htm>.

CHAPTER 2

Training Guide

2-1. GENERAL.

a. The TG identifies the essential components of a unit's training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the TG is a guide used for conducting unit training and is not considered to be a rigid standard.

b. The TG provides the following information necessary for planning training requirements for the MOS/SQL:

- (1) Identifies subject areas in which to train soldiers.
- (2) Identifies the critical tasks for each subject area.
- (3) Specifies how soldiers are trained to standard on each task.
- (4) Recommends how often to train soldiers on each task to sustain proficiency.
- (5) Recommends a strategy for cross-training.
- (6) Recommends a strategy for training soldiers to perform higher-level tasks.

2-2. BATTLE-FOCUSED TRAINING.

a. As described in FM 7-0, Training For Full Spectrum Operations, and FM 7-1, Battle Focused Training, the commander must define the mission-essential task list (METL) as the basis for unit training.

b. Unit leaders use the METL to identify the collective, leader, and Soldier task, which support accomplishing the task in the METL.

c. Unit leaders then assess the status of the training, lay out the training objectives, and make a plan for accomplishing needed training. After preparing the long and short-range plans, they conduct and evaluate training. The unit's training preparedness is then re-assessed, and the training management cycle begins again. This process ensures that the unit has identified the following:

- (1) The kind of training that is important for the wartime mission.
- (2) Training focus is applied to the necessary training.
- (3) The training meets the established objectives and standards.

2-3. RELATIONSHIP OF SOLDIER TRAINING PUBLICATIONS (STPs) TO BATTLE-FOCUSED TRAINING.

a. The two key components of enlisted STPs are the TG and SM. They give leaders important information, which helps them develop battle-focused training.

b. The TG relates soldier and leader tasks in the MOS and SL to duty positions and equipment. As leaders go through the assessment and planning stages, they should use the TG as an important tool in identifying WHAT needs to be trained.

c. Leaders conducting and evaluating soldier and leader training should rely on the Army-wide training objectives and standards in the SM. The SM ensures that soldiers in any unit or

location have the same definition of task performance and that trainers evaluate the soldiers to the same standard.

2-4. TRAINER'S RESPONSIBILITIES. Training Soldier and leader tasks to standard and relating this training to collective mission essential tasks are the NCO trainer's responsibilities. Trainers use the following steps to plan and evaluate training:

- a. Identify Soldier and leader training requirements. Using the commander's training guidance, the NCO determines which tasks soldiers need to train on. The unit's METL is the source for helping the trainer define the individual training needs.
- b. Plan the training. Training for specific tasks can usually be integrated or conducted concurrently with other training or during "slack periods." The unit's ARTEP can help identify the Soldier and leader tasks that can be trained and evaluated concurrently with collective task training and evaluation.
- c. Gather the training references and materials. The SM lists all references that can help the trainer prepare for the training of that task.
- d. Determine risk assessment and identify safety concerns. Trainers must analyze the risk involved in training a specific task under the current conditions at the time of the scheduled training. They must ensure that their training preparation takes into account those cautions, warnings, and dangers associated with each task.
- e. Train each Soldier. Trainers must show each Soldier how a task is done to standard, explain step-by-step how to do the task, and give each Soldier one chance to do the task step-by-step.
- f. Check each Soldier. Training must evaluate how well each Soldier performs the tasks in this manual. They conduct these evaluations during individual training sessions or while evaluating Soldier proficiency during the conduct of unit collective tasks. This manual provides an evaluation guide for each task to enhance the trainer's ability to conduct year-round, hands-on evaluations of tasks critical to the unit's mission.
- g. Record the results. The leader book referred to in FM 7-1, appendix B, is used to record task performance. It gives the leader total flexibility on the method of recording training. The trainer may use DA Form 5164-R (Hands-On Evaluation) as part of the leader book. This form is optional and locally reproducible.
- h. Retain and evaluate. Trainers must work with each soldier until the Soldier can perform the task to specific SM standards.

2-5. EVALUATION GUIDE. This manual contains an evaluation guide for each task. Trainers use the evaluation guide throughout the year to determine if soldiers can perform their critical tasks to SM standards. Each evaluation guide contains one or more performance measures. These measures identify what the trainer needs to observe to score a Soldier's performance. Each step is clearly identified by a "GO" and "NO GO" located under the results column on each evaluation guide. Some tasks involve a process which the trainer must observe as the soldier performs the task. For other tasks, the trainer must evaluate an "end product" that results from doing the task. The following are some general points about using the evaluation guide to evaluate soldiers:

- a. Review the guide to become familiar with the information on which the Soldier will be scored.
- b. Ensure that the necessary safety equipment and clothing needed for proper performance of the task are on hand at the training site.
- c. Prepare the test site according to the conditions section of the task summary. Some tasks contain special evaluation preparation instructions. These instructions tell the trainer what

modifications must be made to the task conditions to evaluate the task. To ensure that conditions are the same for each Soldier, the trainer must reestablish the test site to the original requirements after evaluating each Soldier.

d. Score each soldier according to the performance measures and feedback section in the evaluation guide. Record the date and task performance "GO" or "NO GO" in the leader book.

2-6. TRAINING TIPS FOR THE TRAINER.

a. Prepare yourself.

(1) Get training guidance from your chain of command on when to train, which Soldiers to train, availability of resources, and a training site.

(2) Get the training objective (task, conditions, and standards) from the task summary in this manual.

(3) Ensure that you can do the task. Review the task summary and the references in the reference section. Practice doing the task or, if necessary, have someone train you on the task.

(4) Choose a training method. Some tasks provide recommended training methods in the feedback section of the task summary.

(5) Prepare a training outline consisting of informal notes on what you want to cover during the training session.

(6) Practice your training presentation.

b. Prepare the resources.

(1) Obtain the required resources identified in the conditions statement for each task.

(2) Gather equipment and ensure that it is operational.

(3) Ensure that the necessary training aids and devices are on hand.

(4) Prepare the training site according to the conditions statement and evaluation preparation section of the task summary.

c. Prepare the Soldier.

(1) Tell the Soldier what task to do and how well it must be done. (Refer to the standard statement and evaluation preparation section for each task.)

(2) Caution Soldiers about safety, environment, and security.

(3) Provide any necessary training on basic skills that soldiers must have before they can be trained on the task.

(4) Pretest each Soldier to determine who needs training in what areas by having the soldier perform the task. Use DA form 5164-R and the evaluation guide in each task summary to make this determination.

d. Train the Soldiers who failed the pretest.

(1) Demonstrate how to do the task or the specific performance steps to those Soldiers who could not perform to SM standards.

(2) Have Soldiers study the appropriate training materials.

(3) Have Soldiers practice the task until they can perform it to SM standards.

(4) Evaluate each Soldier using the evaluation guide.

(5) Provide feedback to those Soldiers who fail to perform to SM standards and have them continue to practice until they can perform to SM standards.

- e. Record all results in the leader book.

2-7. MILITARY OCCUPATIONAL SPECIALTY (MOS) TRAINING PLAN. One of the key components of the TG is the MOS training plan (MTP). The MTP identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MTP should be used as a guide for conducting unit training and not a rigid standard. The MTP consists of two parts. Each part is designed to assist the commander in preparing a unit's training plan, which satisfies integration, cross training, training up, and sustainment training requirements.

2-8. PART ONE-SUBJECT AREAS AND DUTY POSITIONS.

a. Part one of the MTP shows the relationship of a MOS SL between duty position and critical tasks. The critical tasks are grouped by task commonality into subject areas. Section I lists subject area numbers and titles used throughout the MTP. The subject areas define the training requirements for each duty position within an MOS, and relate duty positions to subject areas and cross-training and train-up/merger requirements.

b. Section II identifies the total training requirements in terms of subject areas listed in section I, for each duty position in a MOS.

(1) Duty position column contains the MOS duty positions, by skill level (SL), which have different training requirements.

(2) Subject area column lists by subject area number, the subject areas in which the soldier must be proficient for that duty position.

2-9. PART TWO-CRITICAL TASKS. Part two lists by subject areas, the critical tasks to be trained in an MOS, task number, task title, location, sustainment training frequency, and training SL.

a. Subject area lists the subject area number and title in the same order as in the MTP, part one, section I.

b. Task number column lists the task numbers for all tasks included in the subject area.

c. Task title column lists the task title.

d. Training location column identifies the training location where the task is first trained to STP standards. If the task is first trained to standard in the unit, the word "Unit" will be in this column. If the task is first trained to standard in the training base, it will identify the resident course where the task was taught.

e. Figure 2-2 contains a list of training locations and their brevity codes.

RRNCO	ARNG Recruiting and Retention NCO Basic Course
MGC	ARNG MEPS Guidance Counselor Course
LNCO	ARNG Liaison/IADT Managers Course
RCT	ARNG Reserve Component Transition NCO Course
AUTO	ARNG Recruiting and Retention Automation NCO Course
NCOIC	ARNG Recruiting and Retention NCOIC Course
UNIT	Unit Trained

Figure 2-2. Training Locations

f. Sustainment training frequency column indicates the recommended frequency at which tasks should be trained to ensure soldier maintains task proficiency. Figure 2-3 identifies the frequency codes used in this column.

AN	annually
SA	semi-annually
QT	quarterly

Figure 2-3. Sustainment Training Frequency Codes

g. Sustainment training SL column lists the SLs of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to SM standards.

h. The 79T MTP on the following pages addresses the duty positions and skill levels for enlisted soldiers assigned to the ARNG recruiting and retention force. Proper utilization of the MTP will ensure that every soldier receives the proper initial, sustainment, and enhancement training. Leaders are encouraged to utilize the MTP when counseling soldiers for cross training, train-up, and career direction.

Note: SQI-4 Soldiers assigned to the ARNG recruiting and retention force must maintain proficiency in their primary MOS. Utilize the appropriate soldier's training publication in conjunction with this publication when developing training and identifying training requirements for these soldiers.

MILITARY OCCUPATIONAL SPECIALTY TRAINING PLAN**MOS 79T (ARNG)****PART ONE: SUBJECT AREAS AND DUTY POSITIONS****SECTION I: SUBJECT AREA CODES**

CODE	SUBJECT AREA	CODE	SUBJECT AREA
1	Recruiting and Retention	6	Supervision
2	MEPS Processing		
3	Liaison NCO		
4	RCT NCO		
5	Automation NCO		

SECTION II: DUTY POSITION TRAINING REQUIREMENTS

		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<u>Title 32 Duty Positions</u>	<u>SL</u>						

Strength Maintenance

R&R SGM	5	X			X
Area RRNCOIC	5	X			X
RRNCO	4	X			

RRF STAFF

Marketing NCO	5	X			X
Marketing NCO	4	X			
RCT NCO	4	X			
Automation NCO	4	X		X	
R&R Operations NCO	4	X			

MEPS

MEPS Guidance Counselor	5	X	X		X
MEPS Guidance Counselor	4	X	X		

Title 10 Duty Positions**NGB-ASM**

R&R Sergeant Major	5	X			X
Sr. R&R Operations NCO	5	X			X
Sr. MEPS Guidance Counselor	5	X	X		X
Sr. Marketing NCO	5	X			X
Program Analyst	5	X			X
Marketing NCO	4	X			
R&R Operations NCO	4	X			

SMTC

Chief Instructor	5	X			X
Sr. Writer/Instructor	5	X			X
Sr. Instructor/Writer	5	X			X
Writer/Instructor	4	X			
Instructor/Writer	4	X			

ANCOC

Deputy Commandant	5	X			X
Branch Chief	5	X			X
Sr. Small Group Leader	4	X			
Small Group Leader	4	X			

RCCC

Command RCR SGM	5	X			X
Sr. RCCC	5	X			X
RCCC	4	X			

Liaison

Sr. Liaison	5	X		X	
Liaison	4	X		X	

MILITARY OCCUPATIONAL SPECIALTY TRAINING PLAN
MOS 79T (ARNG)
PART TWO: CRITICAL TASKS

<i>Task Number</i>	<i>Task Title</i>	<i>Training Location</i>	<i>Training Frequency</i>	<i>Training Skill Level</i>
Subject Area 1: Recruiting and Retention				
805B-79T-2450	Execute a Recruiting Display	RRNCO	AN	4
805B-79T-2451	Conduct a Strength Maintenance Briefing	RRNCO	AN	4
805B-79T-2452	Conduct a Strength Maintenance Presentation	RRNCO	AN	4
805B-79T-2453	Conduct Prospecting	RRNCO	AN	4
805B-79T-2454	Conduct a Strength Maintenance Interview	RRNCO	AN	4
805B-79T-2455	Process Applicant for Enlistment	RRNCO	AN	4
805B-79T-2456	Interpret Aptitude Test Results	RRNCO	AN	4
805B-79T-2457	Administer School Programs	RRNCO	AN	4
805B-79T-2458	Employ a Time Management Work Plan	RRNCO	AN	4
rdrt805B-79T-2459	Employ Target Marketing Plan	RRNCO	AN	4
805B-79T-2460	Perform Career Planning	RRNCO	AN	4
805B-79T-2461	Execute a Retention Display	RRNCO	AN	4
805B-79T-2462	Evaluate a Unit's Retention Environment	RRNCO	AN	4
805B-79T-2463	Execute Extension Procedures	RRNCO	AN	4
805B-79T-2464	Execute Immediate Reenlistment Procedures	RRNCO	AN	4
Subject Area 2: MEPS Processing				
805B-79T-3421	Perform ARNG MEPS Guidance Counselor Administrative Procedures	MGC	AN	4-5
805B-79T-3422	Process an ARNG Applicant at a Military Entrance Processing Station (MEPS)	MGC	AN	4-5
805B-79T-3423	Process ARNG Soldiers for Initial Entry Training (IET)	MGC	AN	4-5
805B-79T-3424	Operate Request Application	MGC	AN	4-5
805B-79T-3425	Operate Guidance Counselor Redesign Application	MGC	AN	4-5
805B-79T-3426	Operate MEPCOM Integrated Resource System (MIRS)	MGC	AN	4-5
805B-79T-3427	Initiate Waiver Request	MGC	AN	4-5
805B-79T-3428	Perform Security Procedures	MGC	AN	4-5
Subject Area 3: Liaison NCO				

805B-79T-2480	Determine Alternatives to Separation for ARNG/USAR Soldiers in Initial Active Duty Training (IADT)	LNCO	AN	4-5
805B-79T-2481	Counsel ARNG/USAR Soldiers Ordered to or Currently in Training	LNCO	AN	4-5
805B-79T-2482	Conduct Liaison Briefing	LNCO	AN	4-5
805B-79T-2483	Change a Training Seat Prior to Ship Date	LNCO	AN	4-5
805B-79T-2484	Validate Orders for Accuracy	LNCO	AN	4-5
805B-79T-2485	Manage Soldiers Unable to Complete Training	LNCO	AN	4-5
Subject Area 4: RCT NCO				
805B-79T-2470	Coordinate Inbound Interstate Transfers	RCT	AN	4-5
805B-79T-2471	Coordinate Outbound Interstate Transfers	RCT	AN	4-5
805B-79T-2472	Process In-Service Recruits	RCT	AN	4-5
805B-79T-2473	Manage State REQUEST System	RCT	AN	4-5
805B-79T-2474	Manage State Automated Unit Vacancy System	RCT	AN	4-5
Subject Area 5: Automation NCO				
805B-79T-2440	Manage User Accounts	AUTO	QT	4-5
805B-79T-2441	Prepare Recruiter Work Station (RWS) for Issue	AUTO	QT	4-5
805B-79T-2442	Maintain Recruiter Work Station (RWS)	AUTO	QT	4-5
805B-79T-2443	Maintain RSID Territory Assignments and Relationships	AUTO	QT	4-5
805B-79T-2444	Manage Information Security (INFOSEC) for the ARNG Recruiting and Retention Force	AUTO	QT	4-5
805B-79T-2445	Provide Initial Recruiter Work Station (RWS) Familiarization	AUTO	QT	4-5
Subject Area 6: Supervision				
805B-79T-4500	Conduct Performance Review	NCOIC	AN	4-5
805B-79T-4501	Determine Strength Maintenance Objectives	NCOIC	AN	4-5
805B-79T-4502	Conduct an Orientation for a Newly Assigned RRNCO	NCOIC	AN	4-5
805B-79T-4503	Administer RRNCO Training Program	NCOIC	AN	4-5
805B-79T-2504	Evaluate a Battalion Level (or above) Retention Environment	NCOIC	Unit	4-5
805B-79T-24505	Develop an Area Strength Maintenance Plan	NCOIC	AN	4-5

CHAPTER 3

MOS/Skill Level Tasks

Skill Level 4

Subject Area 1: Recruiting and Retention

Execute a Recruiting Display

805B-79T-2450

Conditions: You are scheduled to attend an event to promote the features of the ARNG and access to:

- a. Recruiting and Retention Recognition Promotional Items (RRRPIs).
- b. State specific promotional items.
- c. Table.
- d. State specific SOP's.
- e. Lead sheets (APPLE-MD).
- f. RWS.
- g. Projector and Screen.
- h. Business cards.
- i. Unit equipment.
- j. Unit personnel.
- k. Mobile Event Teams.
- l. NGR 601-1.

Standards: Prepare for recruiting display, execute the recruiting display, and follow up.

Performance Steps

1. Prepare for recruiting display.
 - a. Determine location of recruiting display.
 - b. Recon location to determine:
 - (1) What resources are available:
 - (a) Electricity.
 - (b) Display Space.
 - (c) Accessibility for equipment (unloading and loading).
 - (2) Time Allotted:
 - (a) Setup
 - (b) Duration of display
 - (c) Tear down
 - c. Coordinate with POC to determine:
 - (1) Possible media involvement
 - (2) Demographic of audience
 - (3) Security when applicable
 - (4) Expectations from POC
 - (5) Make recommendation for other location (if applicable)
 - d. Determine logistics:
 - (1) Number of attendees.
 - (2) Media required/available.
 - (3) Supplies:
 - (a) Relevant RRRPIs..
 - (b) Business cards.

Performance Steps

- (c) Audio Video equipment.
 - (d) APPLE MD/Lead sheets.
 - (e) Hand outs.
 - (f) Training aids.
 - (g) Table.
 - (h) Table cloth.
 - (i) Water for staff.
 - e. Determine and brief additional personnel on intent and expected behavior (as required):
 - (1) RRNCO.
 - (2) ADOS.
 - (3) Unit personnel.
 - f. Determine type of display to be executed:
 - (1) Table top.
 - (2) Mobile Recruiting Office (MRO).
 - (3) Military Equipment.
 - (4) Tent/Table.
 - (5) National Mobile Event Team (MET).
 - g. Obtain approval from proper authority for additional personnel/equipment (if required).
 - h. Schedule time of arrival:
 - (1) Contact Point Of Contact
 - (2) Verify meeting time/place with POC
 - i. Make special arrangements for setup (if required).
 - j. Review final equipment checklist.
 - k. Select appropriate attire.
2. Execute recruiting display.
- a. Arrive at location at designated time.
 - b. Meet the host or POC.
 - c. Check the facilities.
 - d. Inspect equipment and personnel.
 - e. Set up recruiting display:
 - (1) Setup table (if applicable).
 - (2) Recognition materials (if applicable).
 - (3) Set up audio visual equipment (if applicable)
 - (4) Arrange RRRPIs and equipment in a neat and orderly fashion.
 - f. Position RRNCO and additional personnel.
 - g. Maintain a ready position:
 - (1) In front or at side of display.
 - (2) No tobacco products.
 - (3) Maintain professional appearance on equipment and personnel.
 - h. Execute CCS as applicable:
 - (1) Prospecting (See Task 805B-79T-2453 for further guidance).
 - (2) Presenting (See Task 805B-79T-2452 for further guidance).
 - (3) Interviewing (See Task 805B-79T-2454 for further guidance).
 - i. Clean up after event:
 - (1) Gather all unused materials.
 - (2) Pick up and dispose of trash
3. Follow up.
- a. Complete AAR.
 - b. Obtain feedback from POC.
 - c. Thank POC and send thank you note.
 - d. Prioritize leads.
 - e. Record all action in Recruiter Zone.
 - f. Contact leads within 72 hours.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Prepared location of recruiting display.	_____	_____
a. Determined location of recruiting display.		
b. Reconned location to determine available resources and time allotted.		
c. Coordinated with POC.		
d. Determined logistics.		
e. Determined and briefed additional personnel on intent and expected behavior (as required).		
f. Determined type of display to be executed.		
g. Obtained approval from proper authority for additional personnel/equipment (if required).		
h. Scheduled time of arrival.		
i. Made special arrangements for setup (if required).		
j. Reviewed final equipment checklist.		
k. Selected appropriate attire.		
2. Executed recruiting display.	_____	_____
a. Arrived at location at designated time.		
b. Met the host or POC.		
c. Checked the facilities.		
d. Inspected equipment and personnel.		
e. Set up recruiting display.		
f. Positioned RRNCO and additional personnel.		
g. Maintained a ready position.		
h. Executed CCS as applicable.		
i. Cleaned up after event.		
3. Followed Up.	_____	_____
a. Completed AAR.		
b. Obtained feedback from POC.		
c. Thanked POC and sent thank you note.		
d. Prioritized leads.		
e. Recorded all action in Recruiter Zone.		
f. Contact leads within 72 hours.		

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required
NGR 601-1

Related

Conduct a Strength Maintenance Briefing

805B-79T-2451

Conditions: You scheduled a Strength Maintenance briefing to a military audience and have access to:

- a. FM-5-0.
- b. Comprehensive Communication Skills Manual.

Standards: Identify types of briefing, identify target audience, develop a briefing outline and conduct a strength maintenance briefing.

Performance Steps

1. Identify type of briefing:
 - a. Information.
 - b. Decision.
 - c. Staff.
 - d. Mission.
2. Identify target audience:
 - a. Number?
 - b. Who are the ranking members?
 - c. What are their official positions?
 - d. How well do they know the subject?
 - e. What are their interests?
 - f. What is the anticipated reaction?
3. Develop a Briefing Outline.
 - a. Set objectives:
 - (1) Who is to be briefed?
 - (2) Type of briefing.
 - (3) Desired outcome.
 - b. Plan Strategy:
 - (1) Relevance.
 - (2) Buy in.
 - c. Gather information/materials:
 - (1) What do you know now?
 - (2) What more do you need to know?
 - (3) How will you get that information?
 - (4) Materials needed (e.g. infocus, computer, etc...).
 - d. Develop the Body:
 - (1) Key facts bearing on the problem.
 - (2) Pertinent facts that might influence decision.
 - (3) Objective presentation of positive and negative facts.
 - (4) Necessary assumptions to bridge gaps
 - (5) Course of action (a discussion of the various options that can solve the problem).
 - (6) Analysis.
 - (7) Comparison.
 - e. Develop Conclusion:
 - (1) State why selected solution is best.
 - (2) Ask for questions.
 - (3) Restate recommendation so that it only needs approval/disapproval.
 - (4) Request a decision (if applicable).
 - f. Develop Introduction:
 - (1) Military Greeting.
 - (2) Statement of type, classification, and purpose.

Performance Steps

- (3) Statement of problem.
- (4) Recommendation.
- 4. Conduct the Strength Maintenance Briefing:
 - a. Open:
 - (1) Greet.
 - (2) State BOAT (Background, Objectives, Agenda, Timeframe).
 - (3) Check awareness.
 - b. Discuss/Present:
 - (1) Present topics (analysis, options, consequences).
 - (2) Present recommendation.
 - (3) Encourage interaction.
 - c. Address Concerns:
 - (1) Ask to understand.
 - (2) Acknowledge.
 - (3) Answer honestly.
 - d. Close:
 - (1) Review key points.
 - (2) Present next steps.
 - (3) Request appropriate commitment.
 - e. Follow up and plan after-action.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

	<u>GO</u>	<u>NO-GO</u>
1. Identified type of briefing.	_____	_____
2. Identified target audience.	_____	_____
3. Developed the Briefing Outline: <ul style="list-style-type: none"> a. Set objectives. b. Planned Strategy. c. Gathered information/materials. d. Developed the Body. e. Developed Conclusion. f. Developed Introduction. 	_____	_____
4. Conducted the Strength Maintenance Briefing: <ul style="list-style-type: none"> a. Opened. b. Discuss/Present. c. Addressed Concerns. d. Closed. e. Followed up and planned after-action. 	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

**References
Required**

Related
FM 5-0

Conduct a Strength Maintenance Presentation

805B-79T-2452

Conditions: You have no leads in your Recruiter Zone and your NCOIC directs you to conduct a strength maintenance presentation. You have access to: Audience, local policies, standard AV equipment, location, lead capture sheets, CCS workbook or CCS skill guide card, presentation, paper, markers and training aids.

Standards: Schedule the event, determine type of presentation, determine logistics, record scheduled event in Recruiter Zone and IAW state policy, set primary and back-up objectives, construct a presentation, gather supplies, practice the delivery of your presentation, choose appropriate attire and check personal appearance, determine amount of preparation time required for event on site, arrive at the location early, conduct the presentation, clean up after event, follow-up with POC and record information in your Recruiter Zone.

Performance Steps

1. Schedule the event.
 - a. Obtain approval from proper authority.
 - b. Contact POC to determine the following:
 - (1) Subject.
 - (2) Audience size.
 - (3) Total time allowed setting up, present, and break down on site.
 - (4) Audience demographics (age, class, grade, gender, etc.).
 - (5) Audience knowledge of the subject material.
 - (6) Available logistics (room size, AV equipment, etc.).
2. Determine type of presentation to be given:
 - a. Prepackaged product (i.e. Career Direction, You Can School Program Presentation, Career Exploration).
 - b. Personally developed.
3. Record scheduled event in Recruiter Zone and IAW state policy.
4. Set primary and back-up objectives (i.e. gather leads/referrals).
5. Gather information.
 - a. Research topic of presentation.
 - b. Research local policy and laws.
6. Construct a presentation (or tailor a prepackaged presentation) to address the audience's motivators and values.
7. Gather required logistics to include any additional requirements identified in step 7.
8. Practice the delivery of your presentation as many times as necessary to internalize the message or lesson to include the following:
 - a. Timing.
 - b. Facial expressions (use mirror).
 - c. Posture.
 - d. Gestures.
 - e. Eye contact.
 - f. Voice (clarity, enunciation, volume, pace, pitch).
9. Choose appropriate attire and check personal appearance.
10. Arrive at the location early to conduct the following:
 - a. Meet the point of contact (POC).

Performance Steps

- b. Set up and check equipment.
 - c. Arrange handouts or aids.
 - d. Check the facilities.
- 11. Conduct the presentation:
 - a. Open
 - b. Discuss/Present
 - c. Close
- 12. Clean up after event.
- 13. Follow-up with POC to do the following:
 - a. Obtain feedback.
 - b. Thank the POC for allowing access.
 - c. Solicit referral for future presentations.
 - d. Send thank you card.
- 14. Record presentation results in Recruiter Zone.
 - a. Complete Self Evaluation (AAR):
 - (1) Identify what went well.
 - (2) Identify needs improvement.
 - (3) Identify how to make the next presentation better.
 - b. Record leads/referrals to Recruiter Zone/RWS.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Scheduled the event: <ul style="list-style-type: none"> a. Obtained approval from proper authority. b. Contacted POC. 	_____	_____
2. Determined type of presentation to be given.	_____	_____
3. Recorded scheduled event in Recruiter Zone and IAW state policy.	_____	_____
4. Set primary and back-up objectives.	_____	_____
5. Gathered information.	_____	_____
6. Constructed presentation (or tailor a prepackaged presentation) to address the audience's motivators and values.	_____	_____
7. Gathered required logistics to include any additional requirements identified in step 7.	_____	_____
8. Practiced the delivery of your presentation.	_____	_____
9. Chose appropriate attire and checked personal appearance.	_____	_____
10. Arrived at the location early to conduct the following: <ul style="list-style-type: none"> a. Meet the point of contact (POC). b. Set up and check equipment. c. Arrange handouts or aids. 	_____	_____

Performance Measures

	<u>GO</u>	<u>NO-GO</u>
d. Check the facilities.		
11. Conducted the presentation.	—	—
12. Cleaned up after event.	—	—
13. Followed-up with POC to:	—	—
a. Obtain feedback.		
b. Thank the POC for allowing access.		
c. Solicit referral for future presentations.		
d. Send thank you card.		
14. Recorded presentation results in Recruiter Zone:	—	—
a. Completed Self Evaluation (AAR).		
b. Recorded leads/referrals to Recruiter Zone/RWS.		

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References**Required****Related**

NGR 601-1

Conduct Prospecting

805B-79T-2453

Conditions: You are an RRNCO with a mission to enlist applicants into the ARNG and have access to:

- a. Recruiting area.
- b. Lead information (if available).
- c. Internet.
- d. Telephone.
- e. Enlistment Criteria.
- f. Recruiter Work Station.
- g. Government Services Agency Vehicle.
- h. Local market data.
- i. State Specific Standard Operating Procedures.
- j. SPM.

Standards: Obtain an appointment with a prospect.

Performance Steps

1. Compile leads from:
 - a. Recruiter Zone.
 - b. Unit referrals.
 - c. School lists.
 - d. SASVAB.
 - e. ARISS (to include recruiter generated leads).

Note: If no leads are available go to step 4.

2. Prioritize leads.
 - a. Use guidance from leadership.
 - b. In the absence of local guidance, assign the following priorities:
 - (1) Referrals from unit member.
 - (2) Referrals from COIs.
 - (3) Leads expressing an interest in joining (1800GOGuard, Presentations, etc).
 - (4) SASVAB
 - (5) School lists.
 - (6) Leads, previously contacted, that were unwilling, or temporarily unqualified, to set an appointment.
3. Conduct Prospecting.
 - a. Prepare:
 - (1) Review the information you have available (on the lead or prospect).
 - (2) Set objectives.
 - (a) Primary objective.
 - (b) Backup objective.
 - (3) Plan strategy.
 - b. Execute:
 - (1) Open:
 - (a) Greet (ID/ARNG).
 - (b) Set Agenda (what/why)
 - (c) Check interest.
 - (2) Build Trust throughout prospecting by:

Performance Steps

- (a) Establishing Rapport:
 - i. Use nonverbal skills (eye contact, body language, etc.).
 - ii. Use verbal skills (volume, pitch, inflection, and enunciation).
 - iii. Monitor surrounding (Demonstrate respect for other's feelings and time, be aware of distractions and check your attitude).

NOTE: Utilize all nonverbal and verbal skills while conducting face-to-face prospecting. Proper use of verbal skills is imperative during telephone prospecting. It is suggested that you utilize all nonverbal and verbal skills even during telephone prospecting.

- (b) Listening Actively:
 - i. Confirm (Restate your understanding of interviewee's statements).
 - ii. Acknowledge (Simply acknowledging the interviewee's statement was received).
 - iii. Clarify (Ask questions to further understand).
- (c) Addressing concerns:
 - i. Ask questions (to understand).
 - ii. Acknowledge.
 - iii. Answer Honestly.
- (3) Discuss and present:
 - (a) Ask targeted questions:
 - i. Use open and closed questions.
 - ii. Uncover motivators and values; THE TEAMS.
 - (b) Present targeted solutions:
 - i. Link relevant ARNG features that benefit the interviewee.
 - ii. Explain benefits and how they work/impact the interviewee.
 - (c) Check for acceptance (see Note).
 - (d) Pre-qualify using APPLE-MD.

NOTE: If no acceptance repeat step (3) as necessary. If you are unable to meet your Primary Objective, move on to your Backup Objective. Upon meeting your Primary or Backup Objective move on to Close. If you are unable to meet your Backup Objective thank the Prospect and ask for a referral.

- (4) Close:
 - (a) Restate previous discussed benefits.
 - (b) State next logical step.
 - (c) Ask for commitment.
- (5) Follow up. If the Prospect (or Lead) is:
 - (a) Contracted, stay connected. Avoid the post-enlistment gap.
 - (b) Is considering, plan how you'll follow up. (End of Task)

NOTE: If all leads have been worked and you have not obtained an appointment, go to step #4.

- 4. Generate new leads to maintain, build, or replace lead base.
 - a. Canvas your area in accordance with task: 805B-79T-2459, Employ Target Marketing Plan.
 - b. Review past records for possible contacts.
 - c. Conduct presentations in accordance with task: 804B-79T-2452, Conduct a Strength Maintenance Presentation.
 - d. Mail campaigns.
 - e. Execute a RR display.
 - f. Attend community events.
 - g. Contact COIs.
 - h. Inform unit members and families of opportunities for lead generation.
 - i. Contact other recruiters.
 - j. Attend school activities.

Performance Steps

5. Go to step #2. Repeat steps 2 and 3 until standard is met.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures**GO** **NO-GO**

- | | | |
|--|-------|-------|
| 1. Compiled leads. | _____ | _____ |
| 2. Prioritized leads. | _____ | _____ |
| 3. Conducted Prospecting: | _____ | _____ |
| a. Prepared: | | |
| (1) Reviewed the information on the lead or prospect. | | |
| (2) Set objectives. | | |
| (a) Primary objective. | | |
| (b) Backup objective. | | |
| (3) Planned strategy. | | |
| b. Executed: | | |
| (1) Opened: | | |
| (a) Greeted (ID/ARNG). | | |
| (b) Set Agenda (what/why). | | |
| (c) Checked interest. | | |
| (2) Built Trust throughout prospecting by: | | |
| (a) Establishing Rapport. | | |
| (b) Listening Actively. | | |
| (c) Addressing concerns. | | |
| (3) Discuss and present: | | |
| (a) Asked targeted questions. | | |
| (b) Presented targeted solutions. | | |
| (c) Checked for acceptance (see Note). | | |
| (d) Pre-qualified using APPLE-MD. | | |
| <p>NOTE: If no acceptance repeated step (3) as necessary. If unable to meet Primary Objective, moved on to Backup Objective. Upon meeting Primary or Backup Objective moved on to Close. If unable to meet Backup Objective thanked the Prospect and ask for a referral.</p> | | |
| (4) Closed: | | |
| (a) Restated previous discussed benefits. | | |
| (b) Stated next logical step. | | |
| (c) Asked for commitment. | | |
| (5) Followed up. If the Prospect (or Lead) was: | | |
| (a) Contracted, stayed connected, avoided the post-enlistment gap. | | |
| (b) Is considering, planned follow up. (End of Task) | | |
| <p>Note: If all leads have been worked and still have not obtained an appointment, go to step #4.</p> | | |
| 4. Generated new leads to maintain, build, or replace lead base. | _____ | _____ |
| 5. Repeated steps 2 and 3 until standard was met. | _____ | _____ |

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References**Required****Related**

NGR 601-1

Conduct a Strength Maintenance Interview

805B-79T-2454

Conditions: A prospect/soldier arrives at your location for a strength maintenance interview and you have access to:

- a. Current FY EC
- b. Recruiter Zone
- c. RWS w/ ARISS application
- d. Internet Access
- e. RRPis
- f. SPGM
- g. AR 40-501
- h. AR 600-9
- i. General Office Supplies and equipment
- j. CCS skill guide card
- k. NGR 600-200
- l. Prospect data
- m. Soldier PQR
- n. REDD
- o. RDMS
- p. DA Pam 611-21
- q. State Specific SOP
- r. UMR
- s. IMARC

Standards: Prepare for and conduct a Strength Maintenance interview using CCS (Comprehensive Communication Skills) to include: prepare; execute (open, build trust, address concerns, discuss present, close); and follow up.

Performance Steps

1. Identify the type of strength maintenance interview you will conduct.
 - a. Recruiting Interview (go to Step 2).
 - b. Attrition/Retention Interview (go to Step 3).
2. Conduct Recruiting Interview.
 - a. Prepare for the recruiting interview:
 - (1) Review results of prospecting interview (if applicable).
 - (2) Set objectives.
 - (a) Primary objective.
 - (b) Backup objective.
 - (3) Plan strategy.

NOTE: Prepare the interview area (when possible) by eliminating any potential distractions. Obtain RRPis, regulations, and publications for use during the Interview.

- b. Execute the recruiting interview:
 - (1) Open:
 - (a) Greet (ID/ARNG).
 - (b) Verify changes to APPLE-MD (if pre-qualification conducted during prospecting interview).
 - (c) Set Agenda.
 - (d) Check interest.

NOTE: Determine Eligibility (APPLE-MD) after checking for interest if not conducted during prospecting interview.

Performance Steps

- (2) Build Trust throughout interview by:
 - (a) Establishing Rapport:
 - i. Use nonverbal skills (eye contact, body language, etc.).
 - ii. Use verbal skills (volume, pitch, inflection, and enunciation).
 - iii. Monitor surrounding (Demonstrate respect for other's feelings and time, be aware of distractions and check your attitude).
 - (b) Listening Actively:
 - i. Confirm (Restate your understanding of interviewee's statements).
 - ii. Acknowledge (Simply acknowledging the interviewee's statement was received).
 - iii. Clarify (Ask questions to further understand).
 - (c) Addressing concerns:
 - i. Ask questions (to understand).
 - ii. Acknowledge.
 - iii. Answer Honestly.
- (3) Discuss and present:
 - (a) Ask targeted questions:
 - i. Use open and closed questions.
 - ii. Uncover motivators and values; THE TEAMS.
 - (b) Present targeted solutions:
 - i. Link relevant ARNG features that benefit the interviewee.
 - ii. Explain benefits and how they work/impact the interviewee.
 - (c) Check for acceptance (see Note).

NOTE: If no acceptance repeat step (3) as necessary. If you are unable to meet your Primary Objective, move on to your Backup Objective. Upon meeting your Primary or Backup Objective move on to Close. If you are unable to meet your Backup Objective thank the Prospect (or Lead) and ask for a referral.

- (4) Close:
 - (a) Restate previous discussed benefits.
 - (b) State next logical step.
 - (c) Ask for commitment.
- (5) Follow up. If the prospect is:
 - (a) Contracted, stay connected. Avoid the post-enlistment gap.
 - (b) Is considering, review the interview; plan how you'll follow up. (End of Task)

3. Conduct Attrition/Retention Interview.

- a. Prepare for the attrition/retention interview:
 - (1) Review results of previous attrition/retention interviews (if applicable).
 - (2) Set objectives.
 - (a) Primary objective.
 - (b) Backup objective.
 - (3) Plan strategy.

NOTE: For Retention interview, determine extension/immediate reenlistment eligibility of Soldier and determine incentive eligibility. Prepare the interview area (when possible) by eliminating any potential distractions. Obtain RRP's verification documentation (such as UMR PQR), regulations, and publications for use during the Interview.

- b. Execute the attrition/retention interview:
 - (1) Open:
 - (a) Greet (ID/ARNG).
 - (b) Set Agenda (what/why/time).
 - (c) Check for acceptance.

NOTE: For retention interview, validate Soldier's extension/immediate reenlistment eligibility after checking for acceptance.

Performance Steps

- (2) Build Trust throughout interview by:
 - (a) Establishing Rapport:
 - i. Use nonverbal skills (eye contact, body language, etc.).
 - ii. Use verbal skills (volume, pitch, inflection, and enunciation).
 - iii. Monitor surrounding.
 - (b) Listening Actively
 - i. Confirm (Restate your understanding of interviewee's statements).
 - ii. Acknowledge (Simply acknowledging the interviewee's statement was received).
 - iii. Clarify (Ask questions to further understand).
 - (c) Addressing concerns:
 - i. Ask questions (to understand).
 - ii. Acknowledge.
 - iii. Answer Honestly.
- (3) Discuss and present:
 - (a) Ask targeted questions:
 - i. Use open and closed questions.
 - ii. Uncover motivators and values; THE TEAMS.
 - (b) Present targeted solutions:
 - i. Link relevant ARNG features that benefit the interviewee.
 - ii. Explain benefits and how they work/impact the interviewee.
 - (c) Check for acceptance (see Note).

NOTE: If no acceptance repeat step (3) as necessary. If you are unable to meet your Primary Objective, move on to your Backup Objective. Upon meeting your Primary or Backup Objective move on to Close. If you are unable to meet your Backup Objective thank the Soldier and ask for a referral.

- (4) Close:
 - (a) Restate previous discussed benefits.
 - (b) State next logical step.
 - (c) Ask for commitment.
- (5) Follow up. If the prospect is:
 - (a) Contracted, stay connected. Avoid the post-extension/immediate reenlistment gap.
 - (b) Is considering, review the interview; plan how you'll follow up. (End of Task)

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

- 1. Identified the type of strength maintenance interview:
 - a. Recruiting Interview (go to Step 2).
 - b. Attrition/Retention Interview (go to Step 3).
- 2. Conducted Recruiting Interview.
 - a. Prepared for the recruiting interview:
 - (1) Reviewed results of prospecting interview (if applicable).
 - (2) Set objectives.
 - (a) Primary objective.
 - (b) Backup objective.
 - (3) Planned strategy.
 - b. Executed the recruiting interview:

GO **NO-GO**

Performance Measures**GO** **NO-GO**

- (1) Opened:
 - (a) Greet (ID/ARNG).
 - (b) Verified changes to APPLE-MD (if pre-qualification conducted during prospecting interview).
 - (c) Set Agenda.
 - (d) Checked interest.

NOTE: Determined Eligibility (APPLE-MD) after checking for interest if not conducted during prospecting interview.
- (2) Built Trust throughout interview by:
 - (a) Establishing Rapport:
 - i. Used nonverbal skills (eye contact, body language, etc.).
 - ii. Used verbal skills (volume, pitch, inflection, and enunciation).
 - iii. Monitored surrounding (Demonstrated respect for other's feelings and time, aware of distractions and checked attitude).
 - (b) Listening Actively:
 - i. Confirmed (Restated understanding of interviewee's statements).
 - ii. Acknowledged (Acknowledged the interviewee's statement was received).
 - iii. Clarified (Asked questions to further understand)
 - (c) Addressing concerns:
 - i. Asked questions (to understand).
 - ii. Acknowledged.
 - iii. Answered Honestly.
- (3) Discuss and present:
 - (a) Asked targeted questions:
 - i. Used open and closed questions.
 - ii. Uncovered motivators and values; THE TEAMS.
 - (b) Presented targeted solutions:
 - i. Linked relevant ARNG features that benefit the interviewee.
 - ii. Explained benefits and how they work/impact the interviewee.
 - (c) Checked for acceptance (see Note).

NOTE: If no acceptance, repeated step (3) as necessary. If unable to meet Primary Objective, moved on to Backup Objective. Upon meeting Primary or Backup Objective moved on to Close. If unable to meet Backup Objective thanked the Prospect (or Lead) and asked for a referral.

- (4) Closed:
 - (a) Restated previous discussed benefits.
 - (b) Stated next logical step.
 - (c) Asked for commitment.
- (5) Followed up. If the prospect is:
 - (a) Contracted, stay connected, avoided the post-enlistment gap.
 - (b) Is considering, reviewed the interview; planned follow up. (End of Task)

3. Conducted Attrition/Retention Interview. _____

- a. Prepared for the attrition/retention interview:
 - (1) Reviewed results of previous attrition/retention interviews (if applicable).
 - (2) Set objectives.
 - (a) Primary objective.
 - (b) Backup objective.

Performance Measures**GO NO-GO**

- (3) Planned strategy.

NOTE: For Retention interview, determined extension/immediate reenlistment eligibility of Soldier and determine incentive eligibility. Prepared the interview area (when possible) by eliminating any potential distractions. Obtained RRPis verification documentation (such as UMR PQR), regulations, and publications for use during the Interview.

- b. Executed the attrition/retention interview:

- (1) Opened:

- (a) Greet (ID/ARNG).
- (b) Set Agenda (what/why/time).
- (c) Checked for acceptance.

NOTE: For retention interview, validated Soldier's extension/immediate reenlistment eligibility after checking for acceptance.

- (2) Built Trust throughout interview by:

- (a) Establishing Rapport:
 - i. Used nonverbal skills (eye contact, body language, etc.).
 - ii. Used verbal skills (volume, pitch, inflection, and enunciation).
 - iii. Monitored surrounding.
- (b) Listening Actively:
 - i. Confirmed (Restate your understanding of interviewee's statements).
 - ii. Acknowledged (Simply acknowledging the interviewee's statement was received).
 - iii. Clarified (Ask questions to further understand).
- (c) Addressing concerns:
 - i. Asked questions (to understand).
 - ii. Acknowledged.
 - iii. Answered Honestly.

- (3) Discuss and present:

- (a) Asked targeted questions:
 - i. Used open and closed questions.
 - ii. Uncovered motivators and values; THE TEAMS.
- (b) Presented targeted solutions:
 - i. Linked relevant ARNG features that benefit the interviewee.
 - ii. Explained benefits and how they work/impact the interviewee.
- (c) Checked for acceptance (see Note).

NOTE: If no acceptance repeated step (3) as necessary. If you are unable to meet Primary Objective, moved on to Backup Objective. Upon meeting Primary or Backup Objective moved on to Close. If unable to meet Backup Objective thanked the Soldier and asked for a referral.

- (4) Closed:

- (a) Restated previous discussed benefits.
- (b) Stated next logical step.
- (c) Asked for commitment.

- (5) Followed up. If the prospect is:

- (a) Contracted, stayed connected. Avoided the post-extension/immediate reenlistment gap.
- (b) Is considering, reviewed the interview; planned follow up. (End of Task)

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References**Required****Related**

AR 40-501
AR 600-9
DA PAM 611-21
NGR 600-200
SMTCC01
SMTCC02
SMTCC18
STATE R&R SOP

Process Applicant for Enlistment
805B-79T-2455

Conditions: You have just completed a Strength Maintenance Interview and the individual agrees to process for enlistment and you have access to:

- a. Current Selective Reserve Incentive Program (SRIP)
- b. Current FY ECM
- c. NGR 600-200
- d. RWS with leads-reports system software installed.
- e. Web-based resources and internet connectivity
- f. General office supplies and equipment
- g. Current state specific and federal education assistance programs
- h. DA Pam 611-21
- i. Current ARISS (Quick Start) user manual
- j. AR 40-501
- k. AR 135-91
- l. Current Recruiter Temporary Reservation System (RTRS) memorandum I
- m. AR 600-9
- n. TRADOC Regulation 350-7
- o. Automated Unit Vacancy System (AUVS)
- p. Current state Standard Operating Procedures (SOP)
- q. Current Recruiter Zone manual
- r. NG PAM 601-2 (Draft)

Standards: Determine basic eligibility; verify documentation.; schedule ASVAB (Armed Services Vocational Aptitude Battery) or required test; conduct MEPS orientation; discuss enlistment opportunities and obligations; prepare enlistment packet; verify existing physical or schedule physical examination; schedule MEPS processing for enlistment; conduct soldier orientation.

Performance Steps

1. Determine Basic Eligibility for: (IAW Current Enlistment Criteria)
 - a. Age
 - b. Prior military service
 - c. Physical qualifications
 - d. Law violations
 - e. Education level
 - f. Sole survivor status
 - g. Marital status
 - h. Dependency status
 - i. Test category
2. Verify documentation for: (IAW Current Enlistment Criteria)
 - a. Age, SSN, and Proper Name
 - b. Prior military service
 - c. Physical disqualifications
 - d. Law violations
 - e. Education level
 - f. Sole survivor status
 - g. Marital status
 - h. Dependency status
 - i. Test category (If current test results exist)
 - j. Input all verified information in Leads Report II Application and complete prospect screen (See Step 4 Below)

Performance Steps

k. For same day processing refer to step 4

3. Schedule required tests (as required)

a. Determine location:

- (1) MEPS
- (2) MET Site
- (3) ESO (Education Services Officer)

b. Coordinate date and time:

- (1) With Applicant
- (2) ESO (If applicable)
- (3) MEPS

c. Complete MEPCOM Form 680-3-AE

- (1) Open and log into your ARISS-RWS Leads Reports application;
 - (a) Access Leads Processing;
 - (b) Double click on the Leads-Reports icon
 - (c) When the ARISS logon window appears click the OK button
- (2) Complete the 680 3 AE screen, Click the ARISS- RWS button, click the + by the Projection folder, Click on 680-3A-E to fill out this screen
 - (a) Foreign Languages: If prospect/applicant can speak or read a language other than English, select foreign language from drop down menu. Otherwise select none, as an entry must be made.
 - (b) ASVAB required to Enlist?: "Y" or "N"; "Y" to test or retest. "N" if already tested.
 - (c) Test Type: Select if ASVAB is required along with test type: C - Confirmation, E - Initial, 1 - Retest - 1 Month, 6 - Retest - 6 Month, and R- Retest-MEPS Commander Authorized
 - (d) Special Test: Additional test if needed: T - Alternate Flight Aptitude Selection Test, Y - Audio Perception Test, 1 - Defense Language Aptitude Battery, U - Electronic Data Processing Test, 3 - English Comprehensive Language Test, OSB- OSB, and V - Radio Communications Analysis Test.
 - (e) Medical Insurer Information: Name, Address, and Country
 - (f) Medical Insurance Provider: Name, Address, and Country
 - (g) Click the Save icon on the Toolbar

d. For the ASVAB test only, build a projection (The "Projection" screen provides two options to send or cancel an applicant)

- (1) To complete a projection, click the Projection radial button
- (2) Click the SPF drop down arrow to select DAG only
- (3) Enter Processing Date - Date applicant will process. Must be equal to or greater than current date.
- (4) Select Y or N radial button for Lodging Required. If yes, arrival date must be a day prior to processing date
- (5) Enter Arrival Date - Same day or day prior to processing date
- (6) Enter Arrival Hour - Self-explanatory
- (7) Select Mode of Transportation from the available drop down menu
- (8) The next section is the Aptitude area.
 - (a) Required testing will be selected in this area
 - (b) Enter the Test Type by selecting the test desired from the drop down menu
 - (c) If applicant already has valid test scores and is qualified to enlist, no entry is needed
- (9) To select a special test
 - (a) Click in the Special Test Check block.
 - (b) Select the test from the new drop down list
- (10) ASVAB Require to Enlist - Select Y if test is needed, if no test needed select N radial button.
- (11) Previous Test Version - Enter test version if previously tested
- (12) Date - Enter date of the previous test, if applicable

Performance Steps

- (13) Place Tested - Enter the MEPS ID responsible for the location where the test was taken, if applicable Enlisting Under Student Scores - Select Y if using SASVAB results. A 680-3a-e will need to be submitted prior to applicant processing to transfer the score to MIRS. Select N if no ASVAB taken or non-qualifying scores
 - (14) SASVAB Test Scores Pulled - Select Y if 680-3A-E was submitted and results are now visible in the "Test" section of Leads, select N if they have not been pulled or are not available
 - (15) MEPS Medical Exam Required to Enlist: Click "yes" if MEPS processing for a physical. "No" if just taking a MET site ASVAB test or has already completed the physical
 - (16) Exam Type: Select Type of Physical Exam from drop down menu. Exam Types include: C - Consult Required, F - Full Physical Examination Required, I - Inspection Required, and R - Reexamination Required
 - (17) Consult Type: If applicant needs a medical consult choose Consult Type from the drop menu. For each consult required, a new projection would need to be completed
 - (18) Enlistment Type: Select from the drop down menu
 - (a) A - Enlist Only for NPS
 - (b) B - Enlist and Ship for PS
 - (c) X - Other Processing for MET site tests and other processing
 - (19) Processing MEPS: Enter your MEPS number if you know it or select from drop down menu
 - (20) Projection Type: Select from drop down menu
 - (21) Comments: Free text information for the Guidance Counselor (Check with your GC for use)
 - (22) Forward To: MEPS GUIDANCE COUNSELOR is read only
 - e. Perform Replication/Project.
 - (1) Ensure internet connectivity by making sure the LAN cable is connected and the connection green light is on and the yellow light is blinking.
 - (2) Click the RSVPN Dialer Icon on the Desktop.
 - (3) Select the correct entry for your state ANG TIER II RDC E or W LAN.
 - (4) Click connect.
 - (5) Enter your CAC card PIN number.
 - (6) Let asset manager run.
 - (7) Click on the Telephone icon which is the replicate/project icon.
 - (8) Follow on screen directions.
 - (9) Check the box under the PROJECT title.
 - (10) Click on the replication/project button.
 - (11) Close file and exit leads and reports system software.
 - (12) Verify projection IAW state specific SOP.
4. Conduct MEPS Orientation briefing:
- a. Brief applicant on purpose of MEPS.
 - b. Appropriate clothing and footwear. (Ensure regular under clothing, no provocative underclothing.
 - c. Contact the ARNG MEPS guidance counselor and obtain and verify projection approval.
 - (1) Ensure Projection came through GCR and verify time, date, and type.
 - (2) Check State/MEPS SOP for the daily cut off times to ensure your applicant is allowed to process.
 - d. Verify all required applicant information was submitted to the ARNG MEPS guidance counselor per state SOP.
 - e. Inform the applicant of the date, time, and place of the MEPS appointment.
 - (1) Ensure applicant knows the consequences of being late.
 - (2) Ensure that applicant has photo ID in their possession.

Performance Steps

- f. Determine and explain the applicant's method of transportation to MEPS and return.

NOTE: It is highly recommended that you are the method of travel for all applicants, but if it is not possible choose from one below.

- (1) Self-transportation.
 - (2) Government transportation.
 - (3) Public transportation.
- g. For Applicants who are testing only, ensure coordination of applicant arrival at testing site. This completes this step. For applicants who are processing for a physical examination, Continue with (h) below.
- h. Explain meals and lodging procedures (as applicable). Rules of conduct:
 - (1) No lewd or crude behavior and that they are expected to behave as soldiers and not civilians.
 - (a) No drinking of alcohol.
 - (b) No slanderous remarks or comments with applicants from other services Dress code.
 - (c) Ensure all applicants have appropriate shirts, pants, and undergarments are clean and free of holes, and any obscene or offensive language or pictures.
 - (d) Ensure that they were closed toed shoes with socks preferably.
 - (2) Contraband items.
 - (a) No knives, guns, or any item that can possibly be used as a Weapon.
 - (b) There is no using a cell phone, texting, or playing games on any electronic devices.
- i. Explain MEPS policies and procedures as they pertain to the following:
 - (1) Testing; Ensure that all testing is projected and performed per MEPS/State SOP standards.
 - (a) ASVAB.
 - (b) Student ASVAB.
 - (c) Special tests. (AIMS, DLAB, ECLT).
 - (2) Physical.
 - (a) Pre-screen.
 - (b) Breath test.
 - (c) Urinalysis.
 - (d) Pregnancy Test (Females Only).
 - (e) Height and weight.
 - (f) Upper/Lower extremities.
 - (g) Joint mobility.
 - (h) Eyes/color vision.
 - (i) Hearing.
 - (j) Skin abnormalities (tattoos, acne, burns, and scars).
 - (k) One-on-one interview with doctor.
 - (l) Medical holds, consults and rejections.
 - (3) MEPS Operations.
 - (4) Security interview.
 - (5) Verification of EPSQ information.
 - (a) FBI checks/fingerprints.
 - (b) Security interview.
 - (c) Enlistment packet review and quality check.
 - (d) Enlistment contract.
 - (e) Enlistment ceremony and oath of enlistment.
 - (6) Explain the location, role, and purpose of the ARNG MEPS guidance counselor.
 - (7) Ensure applicant has emergency contact number for RRNCO.
 - (8) Coordinate transportation of applicant to MEPS.

- 5. Discuss relevant options and obligations for: (For step 5 a and b refer to current FY EC, CH 3, current SMOM's, and SPGM for additional guidance).

Performance Steps

- a. Non-Prior Service (NPS) and Glossary Non-Prior Service (GNPS) discuss options (As Applicable e.g.).
 - (1) Split Training Options (STO).
 - (2) Civilian Acquired Skills Program (CASP).
 - (3) Officer Candidate School (OCS).
 - (4) Active First.
 - b. Prior Service (PS) discuss options (As Applicable e.g.).
 - (1) Try One.
 - (2) Civilian Acquired Skills Program (CASP).
 - (3) Officer Candidate School (OCS).
 - (4) Simultaneous Membership Programs (SMP).
 - c. Obligations (NPS, GNPS, PS).
 - (1) Military Service obligation (MSO).
 - (2) Contractual Obligation.
 - (3) See chapter 2 of current FY EC for additional guidance.
6. Prepare an Enlistment Packet in ARISS (if waiver is necessary at this point see step 8f). Turn on and log into the recruiter workstation.
- a. Open and log into the leads and reports system software.
 - b. Open prospect record.
 - c. Access the ARISS-RWS tab.
 - d. Complete administration tab.
 - (1) You have previously completed the Prospect Record.
 - (2) Click on the ARISS-RWS tree button.
 - (3) Click the "+" sign by the "Administration" folder to expand the drop-down menu.
 - (4) Click on contact history.
 - (a) Different menus become available depending on the Status of individual, the Action taken, or the Next Action to be completed.
 - (b) The Action field defines the action you have taken with this contact. Click the Action drop-down arrow to select the appropriate action. The Action block will become "read only" when certain Next Actions are selected.
 - (c) The date will automatically be the current date. Enter the time the action occurred.
 - (d) The "Results" defines the outcome of the action you have taken with this contact. Click the Results drop-down arrow to select the appropriate result. Available results will be different depending on the action that was taken.
 - (e) The Status field is automatically filled out by the "Next Action" or upon enlistment.
 - (f) The Disposition defines future actions with this individual. This is where you indicate if you will continue working the individual or eliminate the record. The FOLLOW UP disposition will be used more than any other option, except a final disposition.
 - (g) The Remarks box is a free form data field and allows the user to record pertinent information about the contact. This section is used to explain what actions have occurred and are expected to occur with this individual. DO NOT record more than two lines of data. Any additional lines will not be viewable in the "History" portion of the Contact History screen. The center section is read only except for the Education Highest grade/status and Ship Potential. You must enter the Grade and Status in the Education Highest Grade/Status block. The Next Action drop down menu identifies the next action you will take with the Prospect/Applicant. This will automatically go to your Action field at the top of the screen once the record is saved and the Action field will become read only. Additionally, the Next Action field is also used to determine the status of the individual. (For example, if the next action is "Test", then the status of the individual will automatically be updated to "Applicant").
 - e. Complete screening tab:
 - (1) Click the ARISS- RWS button, click the + by the Screening folder (The applicant's record must be opened to access the "Screening" information screens. Drop down menus within a screen may contain only partial lists).

Performance Steps

- (2) The "Personal" screen is similar to those questions found on the DD Form 1966/2. Any questions previously answered on other screens will be populated on this screen. Answer the remaining questions by placing the mouse pointer over the Y or N radial button and click with the left mouse button.

NOTE: When a yes answer is given to a question, a box or additional window may appear requesting further information. Complete this information as requested. Once the questions on the current screen have been answered, scroll down the page using the scroll bar to the right to answer any additional questions till all questions are answered. Save the current screen, once all questions have been answered and explanations given for those that are required. (There may be any number of reasons why all the questions cannot be answered at this time. The partial save function will allow you to exit the screen without completing the questions on the screen.)

- (3) Click on Test to fill out this screen. (The "Test" screen identifies a variety of test results. Test information will automatically be entered with replication as it becomes available. The "Exam Name" drop down menu allows for selection of a variety of tests or prequalification screening tests.)
 - (a) Click on the test to open an information box and fill in the date of test and score when applicable. Add additional tests, as applicable, by selecting the Add Row icon on the tool bar. Selecting the additional test from the "Exam Name" drop down field in the ASAVB section test scores are recorded if test was projected. When the PS check box is selected in the "Prospect/Applicant" screen, verified ASVAB scores can be entered.
 - (b) Click the save icon on the Tool Bar.
- (4) Click on Physical to fill out this screen; The questions and additional information portion of this screen populate the DD Form 2807-2.

NOTE: You should complete the "Physical" Screen questions, first, before all projections (All Yes answers require an explanation and the information must be entered in the "Additional Information" box provided. Watch the last question, should be yes)

- (5) Click on Moral/Drug to fill out this screen:
 - (a) The "Moral/Drug" screen is to list any problems with the LAW. This will help meet the basic eligibility standards (FY ECM) and a recap of questions found on the SF 86.
 - (b) You can add or change the applicant's information concerning any police involvement. This includes any felonies, misdemeanors, traffic violations, civil court, and UMCJ action. This screen addresses the use or possession of drugs. Any questions previously answered will populate to this screen, use the scroll down arrow to access all the questions.
 - (c) Questions refer to any law violations resulting in an applicant's arrest, charge, or conviction of an offense that is not already entered. "Yes" answers will automatically open an "Additional Information" block that requires completion. Enter remarks on the disposition in Action Taken and the actual amount of fines in the Fine Amount. Names of Parties involved are a required item. Type NONE or Unknown if not known. Enter the Law Enforcement Authority and address that gave them the citation. Enter the Court and address that processed the action even if it was a mailed in fine.
 - (d) Click the Save icon on the Toolbar. The partial save function is available.
- f. Complete personal tab; Click the ARISS- RWS button, click the + by the Personal folder.
 - (1) Click on Citizenship to fill out this screen.
 - (a) The type of citizenship selected determines if additional information is required. The citizenship information is populated from the "Prospect Record" screen under the "ADMINISTRATION" menu (Check here to make sure that "U.S. CITIZEN AT BIRTH, BORN ABROAD OF U.S. PARENTS" wasn't accidentally listed).
 - (b) If a section does not pertain leave it blank.
 - (2) Click on Residence to fill out this screen.

Performance Steps

- (a) Previously entered address and phone number information populates to this screen.
- (b) This screen provides a function to copy "Home of Record" address to "Residence". If HOR and current residence are the same click copy HOR to residence Information populates to the residence section.
 - Dates must be inclusive and not overlap. (Present To Date = 00000000).
 - Enter the name of the person who knew you at each residence listed.
 - Use the "Add Row" feature to add more residences; include all residences lived at for the past 7 to 10 years.
- (c) Click the save Icon on the Tool Bar. It is recommended to save after each new address entry (The scroll bar indicates that other entries exist for "Residence". Prior to entering a residence, scroll up or down to ensure that time period has not already been entered).
- (3) Click on Employment to fill out this screen:
 - (a) Enter employment information for the past 7 years or the applicants 16th birthday. Use the Add Row feature to add additional employment. For periods of unemployment, the Employer/Verifier Name and Current Supervisor will be the same.
 - (b) Enter From and To dates, starting with the present period of employment. ("Present", To date use 00000000).
 - (c) Select an employment Code from the drop down menu:
 - Enter supervisor's name, address, and phone number (if the job location is different than the company location).
 - Then enter this information as well for periods of unemployment, list the same person in the Employer/Verifier Name block that is to be listed in the Current Supervisor fields, normally a parent or guardian will be used.
- (4) Click on Education Information to fill out this screen:
 - (a) List all periods of education from High School and beyond.
 - (b) Enter the information on the Schools, with High School listed first.
 - (c) Select the appropriate education category of the applicant by clicking in the radial button of Grad, Senior, or Other:
 - Each category displays different questions that must be answered.
 - Grad - Applicant who has graduated from a traditional high school. Answer all questions before proceeding to complete other educational information.
 - Senior - Applicant who is a senior in high school and will to graduate on time.
 - Other - An Applicant who has no educational certificate or degree or has received educational status through GED, Vo-Tech, or college credits. All Tier II and Tier III level education credentials Enter the Highest Grade Comp in number format, 10 or 11 Enter the Education "Code" (The Tier level found automatically fills in).
 - (d) Enter From and To dates for attendance.
 - (e) Use the dropdown arrow to select the "School Code Degree/Diploma/Other" type of degree.
 - (f) In the Grad Date box enter the graduation date.
 - (g) Enter the number of Credit Hrs earned and Use drop down arrow to select Credit Type. This is only for secondary school education.
 - (h) Select the school From the School Search button.
 - (i) Enter the name of a person, phone number, and address that knew the applicant well while attending that school. Click in the check box to Copy school address if the person worked at the school.
 - (j) Use the Add Row feature to enter additional schools.
 - (k) Enter all schools attended, continue to enter schools until the most recent or present school is entered.
 - (l) Click the Save icon on the Tool Bar.
- (5) Click on References to fill out this screen:

Performance Steps

- (a) Enter the names, addresses, and telephone numbers of three people who have known the applicant. There must be at least one reference that currently knows the applicant and has known them for at least the last 7 years.
 - (b) Enter From and To dates (leave "to" date 00000000's if person is still known). Dates are in "yyyymmdd" format.
 - (c) Enter complete name and suffix if known.
 - (d) Enter the address of the person in the fields provided.
 - (e) Enter Home Phone and work Phone, enter Home and Work Phone number.
 - (f) Select best time to contact this person, day or night. Failure to select one the radial buttons could result in a validation error.
 - (g) Click the save icon on the Task Bar.
- g. Complete Background tab:
- (1) Click on Investigation Record to fill out this screen:
 - (a) The "Investigation Record" screen identifies whether the US Government has ever investigated an applicant or had access authorization denied, suspended or revoked for a security clearance (This should be filled out for all Prior Service applicants). If the answer is yes to the first question.
 - Then fill out the Date of the check.
 - Enter the Agency Code for the Agency performing the check.
 - Enter the type of clearance.
 - There must be an explanation entered for the reason of the check.
 - Then fill out the Date of the action.
 - Enter the Department or Agency taking the action.
 - No explanation is needed or required.
 - (b) The Selective Service questions must be filled out for males only Answer the first question.
 - If the answer is no (male born before 1959) you are done.
 - If the answer is yes.
 - Then Answer the pop up question.
 - If Yes, enter the Selective Service Number.
 - If No, enter the reason.

(If the applicant does not know their number or has not registered then Registration can be completed on the Internet at <http://www.sss.gov/> or calling 1 (847) 688-6888. Their Registration Number can also be found here. Save the record after all entries have been completed.)
 - (c) Click the save icon on the Tool Bar.
 - (2) Click on Background Record to fill out this screen:
 - (a) The "Background Record" screen lists questions regarding prior military service and government employment. These questions populate the DD Form 1966 and data necessary for transfer to GCR.
 - (b) Answer questions by selecting Y or N. Use the scroll bar to view and complete all questions. Yes answers require a short explanation in the "Additional Information" box. (Most questions that are answered yes on this screen have had an explanation completed elsewhere).
 - (c) Therefore only give a brief synopsis in the Additional Information field unless a longer explanation is needed.
 - (d) Click the save icon on the Tool Bar.
 - (3) Click on Financial Record to fill out this screen:
 - (a) The "Financial Record" screen identifies the applicant's financial history.
 - (b) Answer all questions by selecting Y or N.
 - "Yes" answers will require additional information.
 - Complete all requested information.
 - Use the "Add Row" icon for "Additional Information" boxes.
 - (c) Click the save icon on the Tool.
 - (4) Click on Foreign Activities to fill out this screen:

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- (a) The "Foreign Activities" screen includes questions regarding any involvement with a foreign government or any trips made to a foreign country.
 - (b) Answer all questions by selecting yes or no.
 - (c) Yes" answers require an explanation.
 - Enter data in the blocks that appear.
 - Enter information concerning countries visited at the bottom of the screen.
 - Include dates, purpose of visit and country visited.
 - Use the Add Row icon for "Additional Information" Boxes.
 - (d) Click the save icon on the Tool Bar, after all questions have been answered.
- h. Click the ARISS- RWS button; click the + by the Family folder; Click on Family & Associates to fill out this screen.
 (The "Family & Associates" screen is the area where relatives and associates of the applicant are listed. Associates are considered those individuals currently residing at your primary residence. This includes information relating to life insurance data. Information is required for transfer to the SF93 Record of emergency data, and the SGLV.)
 - (1) To enter Family Members:
 - (a) Click the "Relationship" box Dropdown arrow. Find the title desired and click on it.
 - (b) Check any of the next three boxes that apply.
 - (c) Enter the full name of the Relative or associate.
 - (d) Give the DOB. Filled in to the best of your ability; if not sure, click box next to Approximate DOB.
 - (e) Enter the complete address. If an address is the same as one already entered, click the Copy address from drop down and select the applicable address.
 - (f) Country of Birth box defaults to US. Change if applicable.
 - (g) Country of Citizenship box defaults to US Change if applicable.
 - (h) Use the Document dropdown if relative or associate was born of other than US Citizenship. Complete the additional fields that appear.
 - (i) Click the Save icon on the Toolbar. Enter all family members. Use the Add Row icon to add additional entries (All entries are consolidated in a "Previous Entries" list at the bottom of the screen. If more then four (4) then use scroll bar to view all entries).
 - (2) Click on Spouse to fill out this screen:
 - (a) The "Spouse" screen is used to record current and previous spouse information.
 - (b) Enter the full name.
 - (c) Select one of two choices from the Relationship box: Current or Former.
 - (d) The Citizenship box defaults to US. Change if applicable.
 - (e) The Dual Citizenship box defaults blank, change if applicable.
 - (f) Enter her DOB.
 - (g) Enter Place of Birth City, State, and Country.
 - (h) Click Copy Current Address to Spouse's Address if the same address as applicant, otherwise enter the address.
 - (i) Enter the Phone number. Current telephone number will not populate from the "Residence Tab".
 - (j) Click the appropriate radial button to answer the question about current spouse's military service.
 - (k) If Current Spouse is selected, enter Date Married and Place married.
 - (l) If Separated is selected, enter Date Separated.
 - (m) If Legally Separated is selected, enter Date Legally Separated and Location of Record.
 - (n) If Divorced is selected, enter Date Divorced and Location of Record.
 - (o) If Widowed is selected, enter Date Widowed.
 - (p) Use the Citizenship Document drop down menu spouse/former spouse was born of other than US Citizenship.
 - (q) Use the Add Row icon on the Tool Bar for additional entries.
 - (r) Click the Save icon on the Toolbar after you enter the information.
 - (3) Click on Spouse Aliases to fill out this screen:

Performance Steps

- (a) This screen is used to enter the current and former spouses.
- (b) Maiden and other possible names used.
- (c) Names used by current and former spouses populate from the "Spouse" screen.
 - Enter Aliases name.
 - Enter From and To: inclusive dates known by that name.
 - Use down arrow to select Name Type.
- (d) Enter each spouse alias separately (use ADD Row to enter additional Name Types.)
- (e) Click the Save icon on the Toolbar after you enter the information.
- (f) Continue until all have been completed.
- (g) Click the Save icon on the Toolbar.
- (4) Click on Beneficiary to fill out this screen:
 - (a) Data entered populates the SGLV 8286 and DD Form 93.
 - (b) Enter Name/Relationship of Beneficiary by clicking on the dropdown arrow and selecting from the list. The list contains names entered on the Family & Associates and Spouse screens.
 - (c) Use ADD Row to select more than one name.
 - (d) Enter the person's social security number in the Beneficiary SSN box.
 - (e) In the SGLV Share Percentage Principle box enter the principle percentage of the SGLV to be received.
 - (f) In the SGLV Share Percentage Contingent box enter the contingent percentage of the SGLV to be received.
 - (g) In the DD93 Share Percentage Death Gratuity box enter the percentage of Death Gratuity to be received. In the DD93 Share Percentage of Unpaid Pay/Allowances box enter the percentage of Unpaid Pay/Allowances to be received.
 - (h) Select Lump Sum or 36 Equal Payments for each.
 - (i) Total for each (SGLV 8286, DD FM 93 and Unpaid Pay/Allowances) must equal 100%.
 - (If you make a mistake on entry of any of the percentages you must delete all beneficiaries, save and back out of the beneficiary screen and come back in and retry.)
 - (j) Save the screen after each selection and when complete. Use of the partial save will be necessary until totals equal 100%.
 - (If more than five (5) are selected, scroll down to see all Names.)
- i. Click the ARISS- RWS button, click the + by the Military Information Folder.
 - (The "Military Information" section contains information regarding a PS applicant. The information is used for completion of some forms and for waiver authorities to review if a waiver is required. Information should only be listed if it can be verified with the proper documentation.) Click on Military Assignment History to fill out this screen:
 - (1) Type should be enlisted, except for AMEDD.
 - (2) Enter Dates of service From and To. Remember that all 00000000 represents to present.
 - (3) Use the dropdown to select the service.
 - (4) Branch is for Officers.
 - (5) Enter the SSN/Service #.
 - (6) Enter National Guard State from the dropdown if applicable.
 - (7) Enter if Country other than US, all countries is listed in the dropdown.
 - (8) Enter the Service Status, A-Active duty, B- Active Reserve, and C- Inactive Reserve (IRR).
 - (9) Enter PMOS, ASI, SQI, SMOS, ASI, and SQI for that period of service.

NOTE: Other services designations are listed.

- (10) Enter the Current/Highest Grade using the dropdown selections.
- (11) Use the dropdown arrow to select the Rank.
- (12) Use the dropdown arrow to select the Discharge Type.
- (13) Use the dropdown arrow to select the RE Code. RE Codes from all services.

Performance Steps

- (14) Use the dropdown arrow to select the SPD Code. Separation Codes from all services are listed.
- (15) Enter Assignment Information:
 - Enter Unit Name.
 - Enter Street address, City, State and Country of the Unit.
 - Use Add Row to enter all Units, start with most recent.
- (16) Enter Supervisor's Name based upon PS documentation and applicant's knowledge. If middle name is unknown, use "NMN".
- (17) Enter all lost time, if applicable, begin date, end date, and reason.
- (18) Click the save icon on the Tool Bar.

NOTE: Use Add Row to complete all service periods, start with most recent. Use the scroll bar to view different periods of service.

- j. Click on Military Personnel Information to fill out this screen.
 - (1) Enter all pertinent information from DD 214 or SIDPERS.
 - (2) PEBD: Pay Entry Base Date - Normally the date entered Active Duty or Accession Date in a reserve component. If there is a break in service, from any component, then it requires calculation.
 - (3) BASD: Basic Active-duty Service Date - If more than one period of service, will require calculation. This date is used for calculation of AD retirement.
 - (4) ETS: Expiration Term of Service date - Last ETS from any component to include Inactive Components.
 - (5) EXRRD: Expiration Ready Reserve Obligation Date or MSO date - This is the Reserve Obligation Date which is block 6 of a DD 214. Date must be a future date, otherwise leave as 0000000.
 - (6) REFRAD: RElease FFrom Active Duty date - Date released from AD to return to unit or began terminal leave. Use ETS date from Active Component when in doubt.
 - (7) MRD: Mandatory Retirement Date - Last day of month that applicant will be 60 years old.
 - (8) Sep Dt: date separated from any service component. Normally the same as ETS date.
 - (9) Date Last Physical: date of last complete physical exam.
 - (10) RMSO: Remaining Military Service Obligation - Calculated from date of DD Form 4 completion and EXRRD (Reserve Obligation Date).
 Example: 20070815 (EXRRD or MSO date)
 Subtract - 20041001 (Date of new DD Form 4)
 Equals = 2 years, 10 months, 14 days (RMSO)
 - (11) PULHES: physical profile select from dropdown list.
 - (12) Color Perception: select from the dropdown list - obtained from physical.
 - (13) MPARSN: Military Personnel Action ReaSoN - Select AA - Enlistment.
 - (14) MPATYP: Military Personnel Action TYPE - Select AA -Prior Service Accession from Civil Life (Lose of more than 24 hrs) if reenlistment. If extension select EB -Extension to Enlistment.
 - (15) CURRORG: CURREnt ORGAnization - Select based on information from discharge paperwork if member has an MSO. If no MSO then select Y -Archived Record this is at the bottom of the list.
 - (16) Personal Actions Pending: Select 00 -No personal Actions Pending.
 - (17) ISC: Inter Service Code - This is the narrative reason for separation listed at the bottom of the DD form 214.
 - (18) Current Promotion Pending: Self-explanatory. Some IRR or ING members may be pending a promotion. Enter pay grade if promotion is pending, otherwise leave blank.
 - (19) Security Clearance: Read Only - populates from another screen.
 - (20) Service Schools: Enter Service schools attended. Be sure to put the MOS producing school for that which applicant is enlisting as a minimum. Use Add Row to include all schools.
 - (21) Click the save icon on the Tool Bar.
- k. Click on DD Form 4 to fill out this screen.

Performance Steps

- (1) "DD Form 4" screen captures information required to print a completed enlistment contract for a Prior service "In House Enlistment/Local Enlistment/Field Enlistment".
- (2) HOR populates from the Prospect Record screen.
- (3) Enter the Place of enlistment (city of enlistment).
- (4) Date of enlistment (must be date contract is printed).
- (5) Calculate the Active Military and Total Inactive Military Service. Must enter something in each box, YRS, Months, and Days (even 00) to have the DD Form 4 print correctly.
- (6) Term of enlistment (TOE) is entered as YRS, Months, and Days (Must enter something in each box even 00 to have the DD Form 4 print correctly).
- (7) Remarks enter "NONE".
- (8) In the Service Representative Certification section enter the Name, Pay Grade, Unit, Address of the RRNCO.
- (9) In the Enlistment Officer Certification section enter the name, Pay Grade, Unit, Unit Address of the enlisting Officer.
- (10) The Date will automatically populate from the computer date. (Form will display this date when printed.)
- (11) The Date will automatically populate from the computer date. Form will display this date when printed.

NOTE: You have one chance to fill out this screen verify all information has been entered correctly. If you have to make a change you will have to delete the Service Representative and Enlistment Officer information to correct.

I. Click the ARISS- RWS button; click the + by the Packet Preparation folder:

- (1) Click on Forms and Documents to fill out this screen.

NOTE: Forms and Documents are divided into two sections: Source Documents and Application Packet Forms (for PS).

- (2) Enter information into Source Documents.
 - (a) Select the source document used to verify an applicant's information.
 - (b) Name: Click the down arrow to select from the list of accepted sources.
 - (c) SSN: Click the down arrow to select from the list of accepted sources.
 - (d) Age: Click the down arrow to select from the list of accepted sources.
 - (e) Education: Click the down arrow to select from the list of accepted sources. If applicant is a non-credential holder, no entry is required.
 - (f) Citizenship: Click the down arrow to select from the list of accepted sources.
 - (g) Additional Documents: box to enter any sources that might be missing from the lists.
 - (h) Complete Requested Date and Received Date entries as they apply. These areas must be completed for the GC, if you put in one date you must enter the second. Dates can be left blank.
 - (i) Click the save icon on the Tool Bar.
- m. Print a complete enlistment document:
 - (1) Complete the forms and document tab and click on the Print icon. (Ensure the PRINT RADIAL button is clicked for a complete, filled in, Packet).
 - (2) Have applicant sign the appropriate documents of the printed forms.

NOTE: This requirement verify vastly from MEPS to MEPS so check to see what the local SOP requirements are.

n. Schedule an applicant for processing.

- (1) Access the ARISS-RWS tab.
- (2) Access the projection tab.
- (3) Complete the projections tab.

NOTE: See Step 5 C above on step by step instructions on how to build Projection. Check current MEPS schedule as applicant may be projected for ASVAB only, special tests, physical only, inspect only, or a combination of ASVAB and physical.

Performance Steps

- o. Perform Replication/Project.
 - (1) Click on the Telephone icon (follow on screen directions).
 - (2) Close file and exit leads and reports system software.
7. Brief Initial Entry Training (IET) requirements.
 - a. Explain general requirements of IET.
 - (1) Identify potential training locations for IET.
 - (2) Explain 13-week minimum IET requirement.
 - (3) Explain potential for additional active duty.
 - (4) Explain authorized/recommended items for IET.
 - (5) Explain that ARNG soldiers are subject to the Uniform Code of Military Justice (UCMJ) during IET.
 - (6) Explain Army tobacco use policy.
 - (7) Explain enlistee rights and benefits while on active duty for IET.
 - b. Explain split training option (STO) requirements.
 - (1) Provide overview of policy requirement for STO I and II physical inspect at MEPS.
 - (2) Provide overview of purpose and utilization of mandatory release date (MRD) for STO soldiers.
 - c. Explain reception station process.
 - d. Explain purpose of the fitness training unit (FTU).
 - e. Explain purpose of the physical training and rehabilitation program (PTRP).
 - f. Explain the requirements of basic training.
 - (1) Explain length of basic training (9-weeks).
 - (2) Explain training requirements (such as physical fitness, attitude, weapons qualifications).
 - g. Explain the requirements of advanced individual training.
 - (1) Provide overview of MOS(s) chosen by applicant or recent enlistee.
 - (2) Provide overview of training requirements of chosen MOS(s).
 - h. Explain the ARNG liaison NCO program.
 - (1) Provide overview of the purpose of the ARNG liaison NCO program.
 - (2) Provide overview of the ARNG Liaison NCOs duties and responsibilities.
8. Schedule Physical/Enlistment:
 - a. Complete applicant medical prescreen.
 - (1) Submit signed Medical Prescreen form (DD 2807-2).
 - (2) Request for Examination US MEPCOM 680-3a e) and any other pertinent documents to MEPS per state SOP (Utilize Dial- A-Doc/Medic when necessary to ensure all pertinent medical documents are submitted).
 - (3) Review your activities calendar on Recruiter Zone to determine best date for the Physical/Enlistment. Annotate the date on the Recruiter Zone calendar once confirmed.
 - b. Project physical and enlistment.
 - (1) To complete a projection, click the Projection radial button.
 - (2) Click the SPF drop down arrow to select DAG only.
 - (3) Enter Processing Date - Date applicant will process. Must be equal to or greater than current date.
 - (4) Select Y or N radial button for Lodging Required. If yes, arrival date must be a day prior to processing date.
 - (5) Enter Arrival Date - Same day or day prior to processing date.
 - (6) Enter Arrival Hour - Self-explanatory.
 - (7) Select Mode of Transportation from the available drop down menu.
 - (8) The next section is the Aptitude area.
 - (a) Required testing will be selected in this area.
 - (b) Enter the Test Type by selecting the test desired from the drop down menu.
 - (c) If applicant already has valid test scores and is qualified to enlist, no entry is needed.
 - (9) To select a special test.
 - (a) Click in the Special Test Check block.

Performance Steps

- (b) Select the test from the new drop down list.
- (10) ASVAB Require to Enlist - Select Y if test is needed, if no test needed select N radial button.
- (11) Previous Test Version - Enter test version if previously tested.
- (12) Date - Enter date of the previous test, if applicable.
- (13) Place Tested - Enter the MEPS ID responsible for the location where the test was taken, if applicable Enlisting Under Student Scores - Select Y if using SASVAB results. A 680-3a-e will need to be submitted prior to applicant processing to transfer the score to MIRS. Select N if no ASVAB taken or non-qualifying scores.
- (14) SASVAB Test Scores Pulled - Select Y if 680-3A-E was submitted and results are now visible in the "Test" section of Leads, select N if they have not been pulled or are not available.
- (15) MEPS Medical Exam Required to Enlist: Click "yes" if MEPS processing for a physical. "No" if just taking a MET site ASVAB test or has already completed the physical.
- (16) Exam Type: Select Type of Physical Exam from drop down menu. Exam Types include: C - Consult Required, F - Full Physical Examination Required, I - Inspection Required, and R - Reexamination Required.
- (17) Consult Type: If applicant needs a medical consult choose Consult Type from the drop menu. For each consult required, a new projection would need to be completed.
- (18) Enlistment Type: Select from the drop down menu.
 - (a) A - Enlist Only for NPS.
 - (b) B - Enlist and Ship for PS.
 - (c) X - Other Processing for MET site tests and other processing.
- (19) Processing MEPS: Enter your MEPS number if you know it or select from drop down menu.
- (20) Projection Type: Select from drop down menu.
- (21) Comments: Free text information for the Guidance Counselor (Check with your GC for use).
- (22) Forward To: MEPS GUIDANCE COUNSELOR is read only.
- c. Perform Replication/Project.
 - (1) Ensure internet connectivity by making sure the LAN cable is connected and the connection green light is on and the yellow light is blinking.
 - (2) Click the RSVPN Dialer Icon on the Desktop.
 - (3) Select the correct entry for your state ANG TIER II RDC E or W LAN.
 - (4) Click connect.
 - (5) Enter your CAC card PIN number.
 - (6) Let asset manager run.
 - (7) Click on the Telephone icon which is the replicate/project icon.
 - (8) Follow on screen directions.
 - (9) Check the box under the PROJECT title.
 - (10) Click on the replication/project button.
 - (11) Close file and exit leads and reports system software.
 - (12) Verify projection IAW state specific SOP.
- d. Prepare Applicant for MEPS processing.
 - (1) Secure Para/Line per State SOP.
 - (2) Secure bonus control number through SRIP incentives manager or IMARC.
 - (3) Utilize Recruiter Temporary Reservation System (RTRS) to obtain a training seat and explain that it is only valid for seven days and only if they remain qualified to enlist.
 - (4) Scan all forms and source documents and transmit them through the RTRS portal to GCR at MEPS.
- e. Arrange Lodging and transport in accordance with State SOP.
- f. Complete enlistment waiver (if applicable).
 - (1) Determine waiver type and approval authority using current Enlistment Criteria Memorandum (ECM) with current SMOM(s).
 - (2) Print current NGB 22-3 utilizing web based resources.

Performance Steps

- (3) Prepare NGB 22-3 IAW current ECM Chapter 2 figure 2-4.
 - (4) Have certifying official approve the NGB 22-3 by providing signature.
 - (5) If a Moral, Administrative or Separation Discharge NGB/AG waiver submit the following to State Waivers or MEPS per State Standard Operating Procedure (SOP):
 - (a) NGB 22-3.
 - (b) Letter from applicant (explaining specifically the disqualification).
 - (c) Letters of recommendation (friends, church, employers).
 - (d) SF 86 with all violations listed.
 - (e) DD 369 (completed and signed by validating authority).
 - (f) Court Documents, DMV report.
 - (g) DD 1966.
 - (h) Completed Physical (If NGB level only).
 - (i) DD 214 or NGB 22.
 - (j) Any other related documents due to the type of waiver.
 - (6) If a medical waiver submit the following to State Waivers or MEPS per State Standard Operating Procedure (SOP):
 - (a) NGB 22-3.
 - (b) Copy of Original DD 2808 w/hearing strip results and drug screening results.
 - (c) Copy of Original DD 2807-1 & DD 2807-2.
 - (d) DD 5500-R (if applicable).
 - (e) 1966 series.
 - (f) Clinical consults if available.
 - (g) Any pertinent medical documentation.
 - (h) Statement from applicant and letter of reference.
 - (i) DD 214/NGB 22 for last period of service when discharged or verification of prior service (If a medical prior service applicant).
 - (7) Task complete. For Field Enlistment go to step 9.
9. Execute a Field Enlistment (prior service only).
- a. Follow steps 1-8 listed above, then execute the following steps as necessary.
 - (1) Schedule time with Officer to give Oath of Enlistment.
 - (2) Complete DD 4/1 and 4/2 IAW with current ECM Fig 2-6.
 - (3) Coordinate appropriate area for enlistment, ensuring U.S. flag is present.
 - (4) Follow SOP for enlist confirm credit through MEPS.
 - (5) Secure Para/Line per State SOP.
 - (6) Secure bonus control number through SRIP incentives manager or IMARC.
 - (7) Schedule unit introduction for enlistee.
 - (8) Complete Prior service computation worksheet.
 - (9) Complete DD 1966 in accordance with current ECM Para 2 Fig 2-5.
 - (10) Complete DD 4/1 and 4/2 IAW with current ECM Fig 2-6.
 - b. Task complete.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

	<u>GO</u>	<u>NO-GO</u>
1. Determined basic eligibility.	_____	_____
2. Verified documentation.	_____	_____
3. Scheduled tests (as required).	_____	_____

Performance Measures

	<u>GO</u>	<u>NO-GO</u>
4. Conducted MEPS orientation briefing (as required).	_____	_____
5. Discussed relevant options and obligations.	_____	_____
6. Prepared enlistment packet in ARISS.	_____	_____
7. Briefed IET requirements (as required).	_____	_____
8. Scheduled physical/enlistment (as required).	_____	_____
9. Executed field enlistment (prior service only).	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References**Required****Related**

AR 135-91
 AR 40-501
 AR 600-9
 DA PAM 611-21
 NGR 600-200
 SMTC01
 SMTC02
 SMTC07
 SMTC18
 STATE R&R SOP

Interpret Aptitude Test Results

805B-79T-2456

Conditions: You have been asked to interpret ASVAB test results for a tester and you have access to:

- a. Test results.
- b. Internet.
- c. RWS.

Standards: Interpret a person's ASVAB results as they relate to entrance, training, qualifications, and options in the Army National Guard.

Performance Steps

1. Obtain test results one of three ways:
 - a. Obtain printout from MEPS test administrator or representative.
 - b. Obtain score sheet from MET site administrator.
 - c. Navigate RWS to Recruiter Zone.
2. Explain AFQT (Armed Forces Qualification Test) score.
 - a. Inform tester of his/her AFQT score.
 - b. Inform tester of qualifying AFQT score.
 - c. Explain, if necessary, which subtests determine AFQT.
3. Interpret line scores to tester.
 - a. Explain the applicable abbreviation for each sub-test as it relates to the testers goals for entrance and training.
 - (1) General Science (GS)
 - (2) Arithmetic Reasoning (AR)
 - (3) Word Knowledge (WK).
 - (4) Paragraph Comprehension (PC).
 - (5) Auto and Shop Information (AS).
 - (6) Mathematics Knowledge (MK).
 - (7) Mechanical Comprehension (MC).
 - (8) Electronics Information (EI).
 - b. Describe how the sub tests affect the line scores as they relate to the testers goals for entrance and training.
 - (1) CL - Clerical: VE+AR+MK.
 - (2) CO - Combat: VE+CS+AS+MC.
 - (3) EL - Electronics: GS+AR+MK+MC.
 - (4) FA - Field Artillery: AR+CS+MK+MC.
 - (5) GM - General Maintenance: GS+AS+MK+EI.
 - (6) GT - General Technical: VE+AR.
 - (7) MM - Mechanical Maintenance: NO+AS+MC+EI.
 - (8) OF - Operators and Food: VE+NO+AS+MC.
 - (9) SC - Surveillance and Communications: VE+AR+AS+MC.
 - (10) ST - Skilled Technical: GS+VE+MK+MC.

NOTE: VE is the sum of Word Knowledge and Paragraph Comprehension.

4. Explain entrance and training qualifications as well as options in the Army National Guard IAW Conduct Strength Maintenance Interview, 805B-79T-2454.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.

b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Obtained test results.	_____	_____
2. Explained AFQT (Armed Forces Qualification Test) score.	_____	_____
a. Informed tester of his/her AFQT score.		
b. Informed tester of qualifying AFQT score.		
c. Explained, if necessary, which subtests determine AFQT.		
3. Interpreted line scores to tester.	_____	_____
a. Explained the applicable abbreviation for each sub-test as it relates to the testers goals for entrance and training.		
b. Described how the sub tests affect the line scores as they relate to the testers goals for entrance and training.		
4. Explained entrance and training qualifications as well as options in the Army National Guard IAW Conduct Strength Maintenance Interview, 805B-79T-2454.	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-1
SMTTC18
STATE R&R SOP

Administer School Programs
805B-79T-2457

Conditions: You have been assigned an ARNG recruiting area with one or more High School(s), College(s), Vo-tech(s), Business School(s) and/or other centers of learning and have a requirement to administer school programs. You have access to-

- a. Recruiting Retention and Recognition Presentation Item's (RRRPIs)
- b. ARNG Presentation materials
- c. Recruiter Work Station
- d. Projector, Screen, and audio equipment
- e. Internet Access
- f. NGR 601-1
- g. NG PAM 601-2
- h. Current Recruiter Zone manual

Standards: Identify assigned schools, establish relationships with school officials, capture school events, execute scheduled events, and perform follow-up activities.

Performance Steps

1. Identify assigned schools
 - a. Obtain name and phone number of school POC
 - (1) Review assigned school(s) with RRNCOIC.
 - (2) Review current school information in Recruiter Zone.
 - (3) Research school and school district websites.
 - (4) Verify active information on school POC by calling main number of school.
 - (5) Update all new information in Recruiter Zone.
 - b. Obtain name and phone number of Education Outreach Coordinator (EOC)
 - (1) Review current outreach folders and previous RRNCO notes (If applicable).
 - (2) Research outreach websites and verify active information on counselors.
2. Establish contact with school point of contact (POC) and Education Outreach Coordinator (EOC).
 - a. Telephonically.
 - (1) Prepare
 - (2) Execute
 - (a) Build Trust
 - (b) Open
 - (1) Greet (ID/ARNG)
 - (2) Set agenda (what/why)
 - (3) Check interest
 - (3) Discuss/Present
 - (a) Ask targeted questions (Uncover motivators/values)
 - (b) Discuss benefit of a face to face meeting
 - (c) Check for acceptance
 - (4) Address concerns (If necessary)
 - (a) Ask questions to understand
 - (b) Acknowledge
 - (c) Answer Honestly
 - (5) Close
 - (a) Restate benefits
 - (b) State next logical steps
 - (c) Ask for commitment
 - (d) Record contact in ARISS
 - b. Face to Face
 - (1) Prepare

Performance Steps

- (a) Set objectives
 - (b) Plan Strategy
 - (c) Gather Information
 - (d) Construct presentation
 - (1) Develop Body
 - (2) Develop Closing
 - (3) Develop Opening
 - (2) Execute face-to-face meeting
 - (a) Build trust
 - (b) Open
 - (1) Greet ID/ARNG
 - (2) State BOAT
 - (c) Discuss/Present Topics (i.e. YOU CAN, Career Direction, SASVAB)
 - (d) Address Concerns (If Presented)
 - (e) Close
 - (1) Review Key Points
 - (2) Request Commitment
 - (3) Ask For Questions
 - (4) Thank School POC
 - (5) Record results in ARISS and Recruiter Zone
- 3. Capture School Events
 - a. Schedule and record significant school events in the Recruiter Zone (Activities Calendar)
 - b. Schedule and record presentation dates in the Recruiter Zone (Activities calendar)
 - c. Refer to STP 12-79T25-SM-TG Task 805B-79T-2458, Employ a Time Management Work Plan, for additional performance of this step
- 4. Execute Scheduled Events
 - a. Approved ARNG School Programs
 - b. Customized Presentations
 - c. Static Displays (maintain RRRPIs)
 - d. Sanctioned School Events
 - e. For additional guidance refer to STP 12-79T25-SM-TG Tasks, 805B-79T-2452 Conduct a Strength Maintenance Presentation, for performance of 4 a and b above
 - f. For additional guidance refer to STP 12-79T25-SM-TG Task 805B-79T-2450 Execute a Recruiting Display for performance of 4 c above
- 5. Perform Follow up Activities
 - a. Contact all leads from school event activities within 72-hours
 - (1) Telephonic
 - (2) Mail Out
 - (3) Face to Face
 - (4) Electronically (Email, Text, Fax)
 - b. Record all Follow up information in Recruiter Zone
 - c. For additional guidance refer to STP 12-79T25-SM-TG Task 805B-79T-2453 Conduct Prospecting for performance of 5a and b above

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Identified assigned schools	—	—
a. Obtained name and phone number of school POC		
(1) Reviewed assigned school(s) with RRNCOIC.		
(2) Reviewed current school information in Recruiter Zone.		
(3) Researched school and school district websites.		
(4) Verified active information on school POC by calling main number of school.		
(5) Updated all new information in Recruiter Zone.		
b. Obtained name and phone number of Education Outreach Coordinator (EOC).		
(1) Reviewed current outreach folders and previous RRNCO notes (If applicable).		
(2) Researched outreach websites and verified active information on counselors.		
2. Established contact with school point of contact (POC) and Education Outreach Coordinator (EOC).	—	—
a. Telephonically.		
(1) Prepared.		
(2) Executed.		
(3) Discussed/Presented.		
(a) Asked targeted questions (Uncovered motivators/values).		
(b) Discussed benefits of a face to face meeting.		
(c) Checked for acceptance.		
(4) Addressed concerns (If necessary).		
(a) Asked questions to understand.		
(b) Acknowledged.		
(c) Answered honestly.		
(5) Closed.		
(a) Restated benefits.		
(b) Stated next logical steps.		
(c) Asked for commitment.		
(d) Recorded contact in ARISS.		
b. Face to face.		
(1) Prepared.		
(a) Set objectives.		
(b) Planned strategy.		
(c) Gathered Information.		
(d) Constructed presentation.		
(2) Executed face-to-face meeting.		
(a) Built trust.		
(b) Opened.		
(c) Discussed/presented topics (i.e. YOU CAN, Career Direction, SASVAB).		
(d) Addressed concerns (if presented).		
(e) Closed.		
3. Captured school events.	—	—
a. Scheduled and recorded significant school events in the Recruiter Zone (Activities Calendar).		
b. Scheduled and recorded presentation dates in the Recruiter Zone (Activities calendar).		
c. Referred to STP 12-79T25-SM-TG Task 805B-79T-2458, Employ a Time Management Work Plan, for additional performance of this step.		

Performance Measures

GO

NO-GO

4. Executed scheduled events.
 - a. Approved ARNG School Programs.
 - b. Customized presentations.
 - c. Static displays (maintained RRRPIs).
 - d. Sanctioned school events.
 - e. For additional guidance referred to STP 12-79T25-SM-TG Tasks, 805B-79T-2452 Conduct a Strength Maintenance Presentation, for performance of 4 a and b above.
 - f. For additional guidance referred to STP 12-79T25-SM-TG Task 805B-79T-2450 Execute a Recruiting Display for performance of 4 c above.
5. Performed Follow up Activities.
 - a. Contacted all leads from school event activities within 72-hours.
 - b. Recorded all follow up information in Recruiter Zone.
 - c. For additional guidance referred to STP 12-79T25-SM-TG Task 805B-79T-2453 Conduct Prospecting for performance of 5a and b above.

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-1

Employ a Time Management Work Plan

805B-79T-2458

Conditions: It's the beginning of the month; your supervisor instructs you to develop and deploy a time management work plan, and you have access to: NGR 601-1, Targeting Information, Leader guidance, Planning tools, High School Schedules, MEPS Schedules, Family Schedule, Military Leave Dates, Community Events, Recruiter's Work Station, Recruiter Zone, State Specific SM SOP, Recruiting and Retention Command Yearly Training Calendar, General Office Supplies.

Standards: Successfully develop and employ a time management work plan resulting in an increase of leads to enlistment productivity.

Performance Steps

1. Review the appropriate references and RRC state SOP and schedule daily, mid-term, and long-term goals/plans.
 - a. Review daily plan, current week and the following week and schedule events in ARISS/Recruiter Zone.
 - (1) Schedule all appointments, events, and displays.
 - (2) Schedule applicant processing.
 - (3) Schedule all prospecting times.
 - (4) Schedule administrative actions.
 - (5) Schedule travel requirements.
 - (6) Schedule personal/family time activities and events.
 - (7) Schedule all physical training requirements.
 - b. Schedule a mid-term plan that covers three months (current month and next two months) in Recruiter Zone.
 - (1) Schedule all school functions/presentations.
 - (2) Schedule all strength maintenance meetings.
 - (3) Schedule all drills (MUTA 4, 5, or AT) and RSP training.
 - (4) Schedule all military leave.
 - (5) Schedule the state marketing plan and your marketing plan.
 - (6) Incorporate MEPS/MET calendar into your calendar.
 - c. Schedule any long-term plan(s) that covers any activity taking place four or more months into the future in Recruiter Zone.
 - (1) Schedule drills/RSP dates and locations.
 - (2) Schedule all MEPS activities.
 - (3) Schedule all strength maintenance meetings (state, area, unit, awards).
 - (4) School functions (presentations, student armed services vocational aptitude battery (SASVAB), athletic events, awards banquets, JRROTC functions, graduations dates).
 - (5) Schedule civic events (holidays, parades, displays).
 - (6) Schedule all military leave.
 - (7) Schedule professional development (college classes, Vo-tech classes, NCOES courses).
 - (8) Schedule all State and local marketing events.
 - (9) Incorporate Mobile Event Team schedule into your schedule.
2. Record the actions determined by substeps a, b, and c into ARISS/Recruiter Zone.
3. Post changes to your calendar in Recruiter Zone.
4. Execute plan and make changes as needed.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement

to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Reviewed the appropriate references and RRC state SOP and schedule daily, mid-term, and long-term goals/plans.	—	—
a. Reviewed daily plan, current week and the following week and schedule events in ARISS/Recruiter Zone.		
b. Scheduled a mid-term plan that covers three months (current month and next two months) in Recruiter Zone.		
c. Scheduled any long-term plan(s) that covers any activity taking place four or more months into the future in Recruiter Zone.		
2. Recorded the actions determined by substeps a, b, and c into the Recruiter Work Station, Recruiter Zone, and/or planning guide.	—	—
3. Posted changes to calendar on Recruiter Zone.	—	—
4. Executed plan and made changes as needed.	—	—

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References
Required

Related
NGR 601-1
SMTC18
STATE R&R SOP

Employ Target Marketing Plan

805B-79T-2459

Conditions: You have a recruiting mission, a designated area of recruiting, and access to demographic data from ARISS, MEPS, Data Warehouse, Leader Zone, Recruiter Zone, U.S. Census Bureau, State Marketing NCO, and local entities.

Standards: Produce a market plan of the target area for the purpose of time effective and labor efficient accession of persons into the Army National Guard.

Performance Steps

1. Compile data for market analysis:
 - a. Gather demographic data from the Recruiter Workstation (RWS).

NOTE: Demographic Data should include, as a minimum, the individual's age, sex, address, and educational level.

- (1) Demographic data of most recent accessions.
 - (2) Demographic data of most recent testers.
 - (3) Demographic data of most recent leads.
 - (4) Data from most recent SASVAB tests.
 - b. Request data from the Area NCOIC.
 - (1) Request market share data for the assigned area for the past year (NPS and PS "Accessions Demographics Report").
 - (2) Demographic data on recent Qualified, Not Enlisted (QNE) applicants for the assigned area
 - (3) Demographic data on all testers, regardless of AFQT score, for the past six months.
 - (4) Pertinent data as the NCOIC deems appropriate.
 - c. Request data from State Marketing NCO.
 - (1) Request State Marketing Plan.
 - (2) Request any marketing plans that focus on assigned area.
 - (3) Review State plans for pertinent data.
 - d. Gather data from U.S. Census Bureau <http://www.census.gov/> and U.S. Labor Department <http://www.bls.gov/> for assigned area.
 - (1) Total population of assigned area.
 - (2) Population by age breakdown.
 - (3) Data on household income.
 - (4) Data on educational level.
 - (5) Data or maps on population density.
 - (6) Labor and unemployment statistics.
 - (7) Any other area specific pertinent data.
 - e. Gather data from assigned schools.

NOTE: This data is available from several sources (e.g. State Education Dept., District Office, but each assigned school will have the most accurate data).

- (1) Determine location and attendance of all assigned schools including vo-techs, business schools, and adult learning centers.
 - (2) Prioritize each school utilizing the following matrix:
 - (a) Priority I - Highly productive.
 - (b) Priority II- Large or Potentially Productive.
 - (c) Priority III- Small and Productive.
 - (d) Priority IV- Unproductive.
 - (3) Determine location; size, and service affiliation of JROTC programs in assigned area.
 - (4) Total number of seniors (with breakdown by sex if possible).
 - (5) Total number of juniors (with breakdown by sex if possible).

Performance Steps

- (6) Average ACT scores.
 - (7) Determine which schools conduct annual ASVAB testing.
 - (8) Season schedules of every sport.
 - (9) Calendar of events for entire school year.
 - (10) Obtain list of VA benefit recipients from VA representative at all assigned post-secondary schools (colleges, vo-techs).
 - (11) Other pertinent educational data.
 - f. Gather data from local National Guard units and DSRO.
 - (1) Determine location(s) on map of units within or near assigned area (approx. 50 mile radius).
 - (2) Obtain mission (i.e. Infantry, Engineer, etc.) and list of MOSs available in each unit.
 - (3) Obtain authorized strength/actual strength of each unit.
 - (4) Obtain demographic data on unit members (at least address, age, sex, and education level).
 - (5) Any other pertinent information (i.e. critical need MOSs).
 - g. Gather information about Other Military Services in local area.
 - (1) Determine location of other service reserve centers.
 - (2) Obtain information on type(s) of units and available MOSs.
 - (3) Gather information on nearby military bases.
 - (a) Determine branch of service of base(s).
 - (b) Determine primary mission of base(s) (i.e. Training base or Permanent Party base).
 - (c) Research number and frequency of out-processing done by that base (ETSing).
 - (4) Identify other service recruiting stations.
 - (a) Number of recruiters for each station.
 - (b) Location of recruiting stations.
 - (c) Branch of Service.
 - h. Gather data from local sources.
 - (1) Obtain calendar of events from local municipalities (e.g. Town Hall, Chamber of Commerce, County Office).
 - (2) Gather data from a business association such as the chamber of commerce on local major industries and businesses.
 - (3) Search local papers and entertainment weeklies for upcoming events and local hotspots.
2. Formulate data into a Market Analysis Report. This market analysis should be in a simple, easy to read format that describes the assigned area demographically.
- a. Request guidance from NCOIC.
 - b. Request guidance from State MNCO.
 - c. Print map of assigned area pinpointing the recruiting office, assigned schools, National Guard units, other reserve units, significant points of attention such as malls, ballparks, and gathering places of target market. Produce overlays for map of different aspects of the demographic data.
 - d. Print a Market Analysis. Simplicity is the key to success on this point. The RRNCO should design and format the report in a manner that makes it easy for him/her to stay focused on the Target Market. Try to keep it to just a few pages. Charts and graphs help the eye and the mind take in the information. It is your market so be creative with the report.
 - e. Identify a Target Market by description. For example: "The Target Market for this area is 18-22 year old males with some college; working entry level positions; who have their own transportation; are physically fit; live and or work north of Highway 304 and East of Highway 55." Identify secondary markets based on the Market analysis and write a description of each secondary market.
 - f. Post the Target Market Analysis on the RWS desktop to keep the RRNCO focused on the target market.
 - g. Compare current marketing data with accession data from past 12 months to determine focus on efforts within future marketing plan.
3. Develop an annual plan to reach the target market.

Performance Steps

- a. Request guidance from Leadership.
 - b. Consult nearby RRNCO's for suggestions for success.
 - c. Apply Time Management principles according to 805-79T-2458, Employ a Time Management Work Plan.
 - d. Apply concepts learned from Administer School Programs, 805-79T-2457.
 - e. Plan Recruiting and Retention Displays 805-79T-2450 and 805B-79T-2461.
 - f. Review tactics learned in Conduct Prospecting 805-79T-2453.
 - g. Plan to Conduct Strength Maintenance Presentations 805B-79T-2452.
 - h. Plan to Conduct Strength Maintenance Interviews 805-79T-2454.
4. Schedule activities to reach Target Market.
 - a. Schedule annual recruiting events.
 - b. Schedule quarterly recruiting events.
 - c. Schedule monthly recruiting events.
 - d. Schedule one-time recruiting events to possibly expand your market.
 5. Load scheduled recruiting events into Recruiter Zone (RZ).
 6. Reevaluate and adjust plan with the intent of increasing target market and accessions.
 7. Perform an event AAR after each activity.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

	<u>GO</u>	<u>NO-GO</u>
1. Compiled data for market analysis:	—	—
a. Gathered demographic data from the Recruiter Workstation (RWS).		
b. Requested data from the Area NCOIC.		
c. Requested data from State Marketing NCO.		
d. Gathered data from U.S. Census Bureau http://www.census.gov/ and U.S. Labor Department http://www.bls.gov/ for assigned area.		
e. Gathered data from assigned schools.		
f. Gathered data from local National Guard units and DSRO.		
g. Gathered information about Other Military Services in local area.		
h. Gathered data from local sources.		
2. Formulated data into a Market Analysis Report.	—	—
3. Developed an annual plan to reach the target market.	—	—
4. Scheduled activities to reach target market.	—	—
5. Loaded scheduled recruiting events into Recruiter Zone (RZ).	—	—
6. Reevaluated and adjusted plan with the intent of increasing target market and accessions.	—	—
7. Performed an event AAR after each activity.	—	—

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction,

should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-1

SMTC18

STATE R&R SOP

Perform Career Planning

805B-79T-2460

Conditions: You are visiting one of your assigned units and have been asked to assist one of the first line leaders (FLL) in developing a career plan for a Soldier and have access to:

- a. AR 135-180 (nonregular service retirement)
- b. AR 350-1 (Army training and leader development)
- c. AR 600-8-19 (promotion/reduction)
- d. DA Pam 600-25 (US Army NCO Professional Development Guide)
- e. DA Pam 611-21 (MOS/SQI/ASI)
- f. NGR 600-100 (Officer)
- g. NGR 600-101 (Warrant Officer)
- h. NGR 600-200 (ARNG Enl Personnel - Ext Eligibility)
- i. NGR 601-1
- j. Current SRIP Policy Guidance
- k. Current Montgomery GI Bill/GI Bill Kicker Policy Guidance
- l. State specific incentive/educational assistance program(s) guidance
- m. State specific Strength Maintenance Program
- n. Soldier's MPRJ
- o. Unit Manning Report
- p. State Vacancy Report
- q. Computer Internet Access
- r. AARTS Transcripts
- s. AUVS
- t. Civilian Education Records
- u. AGR Job Opportunity
- v. Upcoming deployment lists
- w. Local College List

Standards: Develop a career plan for a Soldier by explaining the elements of an ARNG career development program, utilizing career development process, criteria for award of MOS/SQI/ASI, career progression plans and professional development models.

Performance Steps

1. Outline the elements of an ARNG career development program by explaining:
 - a. Successful career development includes counseling between the soldier, the Soldier's Chain of Command and particularly the Soldier's First Line Leader (FLL). The focus of the counseling is to insure the Soldier is provided with a career plan that will lead him/her through their career management field (CMF) to higher positions of responsibility.
 - b. Career development programs include ensuring Soldiers are prepared and equipped to compete for promotions. This includes reviewing the various areas of the promotion system (e.g. military education, civilian education, weapons qualification, awards, etc.) and working with the soldier to ensure that the opportunities are provided or a plan is developed to maximize the Soldier's points in each area
 - c. Career developmental counseling requires the counselor to possess a basic understanding of the ARNG and current ARNG programs (State and Federal).
 - d. Career developmental counseling is not a singular event. All Soldiers should be afforded the opportunity for one-on-one career developmental counseling on a regular basis. ARNG career development counseling is a combination of all counseling and or interviews that a Soldier will incur throughout his or her career.

Performance Steps

- e. Provide overview of the current State specific Career Development Program. NOTE: If the State does not have a detailed program refer to the sample ARNG Career Development Program provided. This includes:
 - (1) Clarity of Purpose: A shared responsibility by the ARNG, leaders and the soldier to attain goals consistent with the ARNG's missions and the soldier's abilities and aspirations.
 - (2) Commitment: Ongoing research and initiatives by the ARNG, commanders, and leaders at all levels. A comprehensive effort to ensure fair presentation of ARNG career opportunities, education opportunities, both in and out of the military, and presenting soldiers with proper guidance and opportunities to reach their career and personal goals consistent with ARNG mission requirements. Commitment includes a support mechanism that supports individual self-development and career progression.
 - (3) Command Support: The degree to which local commanders, and support activities work together to integrate ARNG missions with soldier career goals by providing a documented plan for all soldiers, availability of assistance programs (Education Centers, Distance Learning, Family Life Chaplains, Army Community Services, etc.), and frequent assessment of progress toward these goals.
 - (4) Pre-Counseling Preparation. Prior to the counseling session, the counselor will obtain and review the soldier's Personnel Qualification Record (PQR), together with local training records, automated support systems, and any other information available on the soldier. The counselor must also talk with the soldier's leaders to gather information about the soldier's current status. Commanders should also review these documents prior to their scheduled counseling sessions. Particular attention will be paid to the following:
 - (a) Soldier's current education level and test scores.
 - (b) Soldier's current rank and RCP (if applicable).
 - (c) Military schooling completed and mandatory schooling needed.
 - (d) Changes in the soldier's marital status, number of dependents, change of address, health concerns and other personal changes will be noted.
 - (e) Counselors will review prior counseling to follow up on previous issues.
 - (5) Career Counseling Phases.
 - (a) Integration Phase. Integration will reduce turbulence for soldiers when they initially arrive at their units. All soldiers will be counseled by their FLL to ensure that critical areas have been addressed (sponsorship, basic human needs, personnel and financial issues, military programs and family support groups).
 - (b) Career Development Phase. Is an annual requirement which applies to all soldiers in the rank of SSG and below. Initially FLLs will counsel these soldiers on understanding the ARNG. This function will focus on educating soldiers on the promotion system, the Army Continuing Education system, various military schools, reclassification, special programs, importance of diverse assignments, finding a mentor, and establishing short/long term goals. This phase is used to provide soldiers with a way to measure their development and accomplishment of their goals. Subsequent career development counseling will focus on the ARNG as a career. Short-and-long term goals established in earlier sessions will be evaluated and tailored to meet the soldier's career needs, wants, and desires.
 - (c) Sustainment Phase. As a soldier nears their ETS a concerted effort by leadership is required to retain qualified soldiers. For those soldiers who decide to separate at ETS, the leadership will ensure they have been advised of alternatives to separation or discharge. Soldiers opting to ETS will be treated with dignity and respect. Appropriate treatment of soldiers leaving the ARNG enhances the prospect of them returning at a later date. Soldiers who extend/reenlist will revert back to the Career Development Phase (as applicable).
 - (6) Minimum career counseling requirements. ARNG Career Counseling is an on-going process. The FLL provides fair and objective guidance to soldiers at periodic intervals. During counseling sessions:

Performance Steps

- (a) The counselor will establish rapport with the soldier and use the session to uncover changes in the individual's personal and professional life that may need further intervention.
 - (b) Special attention will be paid to potential monetary problems, changes in dependency status, problems with extended family members that may impact on the soldier's family, or signs of emotional or situational stress, indifference, and morale shifts.
 - (c) The counselor will guide the soldier through a proper course of action in an attempt to proactively solve problems before they become unmanageable.
 - (d) Outside experts and referrals to other agencies may be needed and the counselor must be aware of experts and points of contact as necessary.
- 2. Explain how the leader development process is used as a template for providing career planning and guidance (DA Pam 600-25, Chapter 2).
 - a. Explain the three pillars of leader development process:
 - (1) Institutional Training. This is the formal military training and education that you have received throughout your military career. Opportunities for additional institutional training are normally tied closely to PMOS, operational assignment, and available funding.
 - (2) Operational Assignments. Provides the opportunity to employ and further develop those skills attained through the process of formal education. Operational assignments are typically made based on the military specialty and additional skills. Special duty assignments, AGR opportunities, and ARNG Technician positions may present a unique challenge and opportunity for ARNG Soldiers.
 - (3) Self-development. A planned, progressive and sequential program comprising of individual study, education, research, and professional reading. Self-development is a personal responsibility and focuses on maximizing strengths, minimizing weaknesses, and achieving individual development goals. Self-development is a joint effort involving the individual soldier and the full support of commanders, leaders, and supervisors to be effective.
 - b. Explain that each soldier's knowledge and perspective increase with age, experience, institutional training, and operational assignments. Specific and goal-oriented development allows individuals, commanders, and leaders to build a functional self-development program tailored to the Soldier and unit needs. Professional development models (PDM) are the soldiers' guide to self-development.
 - c. Explain that professional development models are available for each MOS. PDMs:
 - (1) Outline institutional training and operational assignments in relation to career management field (CMF).
 - (2) Emphasize self-development.
 - (3) List operational assignments as examples of career development.
 - (4) Guide soldiers through CMF proponent recommended activities to become more proficient at current and next higher level duty positions.
 - (5) Identify courses and training that complement and supplement institutional instruction and operational assignment experiences.
 - (6) Each PDM lists recommended self-development activities to complete prior to attending NCOES and for specific MOS skill levels. Activities include ACCP, computer-based instruction, post secondary courses, professional readings, and learning center activities.
 - (7) Recommend goals to include professional certification, credentialing, and degrees related to the soldier's CMF.
 - (8) Contain recommendations for self-development.
 - d. Explain how to utilize PDMs: (DA Pam 600-25, para 2-6 and chapters 4 through 36 or available on line at: <https://atiam.train.army.mil/soldierPortal/>).
 - (1) Explain how to utilize the online PDM at: <https://atiam.train.army.mil/soldierPortal/>
 - (2) Login by utilizing your AKO user name and password.
 - (3) Click tab entitled "PDM/Career Map".
 - (4) Select a specific MOS by utilize the dropdown menu entitled "MOS".

Performance Steps

- (5) Each PDM includes:
 - (a) Job descriptions by skill level.
 - (b) Required Military education by skill level.
 - (c) Special assignments by skill level.
 - (d) Army Warrior Training by skill level.
 - (e) Functional training available by skill level.
 - (f) Structured and guided self-development information by skill level.
 - (g) Civilian degree completion goals by skill level.
 - (h) Recommended reading list.

3. Explain how to compile the following information to determine a soldier's current status:

NOTE: Utilize local format or you may use sample provided.

- a. Age.
- b. ETS.
- c. Pay entry base date.
- d. Military service-
 - (1) Total time in service.
 - (2) Number of "good" retirement years.
- e. Pay grade-
 - (1) Current pay grade.
 - (2) Date of rank.
 - (3) Pay grade authorized for position held.
 - (4) Date eligible for promotion consideration.
- f. Education-
 - (1) Civilian education level.
 - (2) NCOES level completed.
 - (3) Other resident military courses completed.
 - (4) Military correspondence courses/credit hours completed.
- g. MOS qualifications.
- h. APFT-
 - (1) Date of last APFT.
 - (2) Score by event.
 - (3) Height/Weight.
- i. Physical-
 - (1) Date of physical.
 - (2) PULHES.
 - (3) Physical profile.
 - (4) Other physical considerations/limitations.
- j. Test scores-
 - (1) ASVAB.
 - (2) Others.
- k. Decorations/awards.
- l. Extension/immediate reenlistment eligibility status.
- m. Incentive status.
 - (1) Current participant.
 - (2) Eligibility status for future participation.

4. Explain how to assist a soldier in determining general military goals by discussing-

NOTE: Capture results on paper by utilizing local format or you may use sample provided.

- a. Where do they see themselves next year?
- b. What do they wish their duties to be?
- c. Where do they see themselves three years from now? Four, five, or six years from now?
- d. Are there particular jobs, MOSs, or skills they feel might be the key to their career potential?

Performance Steps

- e. Assuming they stay in the ARNG, do they see their future as a troop leader or a staff specialist? Which appeals to them more?

5. Explain how to assist a soldier in examining their qualifications and desired general military goals to establish realistic short-, mid-, and long-term goals. Possibilities include-

NOTE: Capture results on paper by utilizing local format or you may use sample provided.

- a. Skill development training. (PDMs)
- b. Change of career management field / MOS. (DA Pam 611-201, PDMs)
- c. Qualify for promotions. (AR 600-8-19)
- d. Leadership training. (PDMs, AR 600-8-19, NGR 600-100, NGR 600-101)
- e. Adding a new skill. (DA Pam 611-201, PDMs)
- f. Transfer to another unit. (NGR 600-200, Chapter 4)
- g. Work toward a commission or warrant. (NGR 600-100, NGR 600-101)
- h. Qualify for nonregular service retirement. (AR 135-180)

6. Explain how to assist a soldier in determining steps necessary to obtain their short-, mid-, and long-range goals. Determine if any of the following applies:

NOTE: Capture results on paper by utilizing local format or you may use sample provided.

- a. Is additional military training required?
- b. Is a higher level of civilian education required?
- c. Is a change of physical profile required?
- d. Is an improvement in physical fitness required?
- e. Is there a time-in-grade requirement?
- f. Is there a time-in-service requirement?
- g. Is there a service remaining requirement?
- h. Is there a higher aptitude area score(s) required?
- i. Are there additional tests required?
- j. Is there a security clearance required? Or, a higher level of security clearance required?

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Outlined the elements of an ARNG career development program.	—	—
2. Explained how the leader development process is used as a template for providing career planning and guidance.	—	—
3. Explained how to compile information to determine a soldier's current status.	—	—
4. Explained how to assist a soldier in determining general military goals.	—	—
5. Explained how to assist a soldier in examining their qualifications and desired general military goals to establish realistic short-, mid-, and long-term goals.	—	—
6. Explained how to assist a soldier in determining steps necessary to obtain their short-, mid-, and long-range goals.	—	—

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction,

should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References**Required****Related**

AR 135-180
DA PAM 611-21
NGR 600-100
NGR 600-101
NGR 600-200
NGR 601-1
SMTC01
SMTC02
SMTC18
STATE R&R SOP

Execute a Retention Display
805B-79T-2461

Conditions: You are the Unit's designated RRNCO and have access to:

- a. Recruiting and Retention Recognition Promotional Items (RRRPIs).
- b. State specific promotional items.
- c. Table.
- d. State specific SOP's.
- e. Lead sheets (APPLE-MD).
- f. Business cards.
- g. NGR 601-1.

Standards: Prepare for Retention Display, Execute the Retention Display, and follow up.

Performance Steps

1. Prepare For Retention Display.
 - a. Determine location and required supplies for the Unit's Retention Display.
 - b. Gather supplies.
 - (1) Relevant RRRPIs.
 - (2) Business cards.
 - (3) APPLE MD/Lead sheets.
 - (4) Hand outs.
 - (5) Table.
 - (6) Table cloth.
 - (7) Bulletin Board
 - c. Obtain approval from proper authority.
2. Execute Retention Display.
 - a. Check the facilities.
 - b. Set up Retention Display.
 - (1) Setup table (if applicable).
 - (2) Recognition materials (if applicable).
 - (3) Arrange RRRPIs in a neat and orderly fashion.
3. Follow-Up.
 - a. Conduct periodic checks on condition of retention display.
 - b. Re-supply materials as needed.
 - c. Maintain and Update materials as required.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

	<u>GO</u>	<u>NO-GO</u>
1. Prepared For Retention Display.	_____	_____
a. Determined location and required supplies for the Unit's Retention Display		
b. Gathered supplies		
c. Obtained approval from proper authority.		
2. Executed Retention Display.	_____	_____
a. Checked the facilities		

Performance Measures**GO****NO-GO**

b. Set up Retention Display

3. Followed-Up.

- a. Conducted periodic checks on condition of retention display.
- b. Re-supplied materials as needed.
- c. Maintained and Updated materials as required.

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References**Required****Related**

NGR 601-1

SMTTC18

STATE R&R SOP

Evaluate a Unit's Retention Environment

805B-79T-2462

Conditions: You have been assigned by your NCOIC to assess a unit's retention environment with access to the following:

- a. UMR
- b. DSRO
- c. Soldier Retention Files
- d. Unit Sponsorship Programs
- e. Unit Retention NCO
- f. Unit Members
- g. Yearly Training Schedule
- h. NGR 601-1
- i. Unit SOP
- j. State SM plan
- k. Stay Guard surveys

Standards: Determine a unit's retention environment by identifying positive or negative trends within a unit. Prepare a briefing to inform the commander of the findings and recommendations.

Performance Steps

1. Meet with unit leadership to discuss the unit's strength maintenance program.
 - a. Mission/Goals.
 - b. Family Readiness.
 - c. Unit Sponsorship Program
 - d. Employer support of the Guard and Reserve (ESGR).
2. Validate the unit's SM program addresses the following:
 - a. Policies and Standard Operating Procedures.
 - b. Extension/immediate reenlistment objectives.
 - c. Responsibilities of unit leaders.
 - d. Retention binder.
 - e. Sponsorship and orientation programs.
 - f. Bars to extension/immediate reenlistment.
 - g. Family programs.
 - h. ESGR training and support.
3. Evaluate the following retention related areas:
 - a. How many soldiers are not attending drill? Why?
 - b. Is the unit meeting retention objectives?
 - c. How many soldiers who have extended/immediately reenlisted are-
 - (1) First Term?
 - (2) Careerists?
 - d. How many soldiers are unsatisfactory participants?
 - e. How many soldiers eligible for reenlistment/immediate reenlistment?
 - f. Does the unit maintain contact with members of the ING?
4. Evaluate the following attrition management areas.
 - a. Are there soldiers not in authorized positions?
 - b. Are all soldiers being properly utilized in their MOS?
 - c. Does the unit training plan include MOS specific training for all soldiers?
 - d. Are initial entry training (IET) graduates being used to conduct training?

Performance Steps

- e. Does the unit maintain a current attrition management SOP IAW the state attrition management plan?
 - f. Does the unit comply with the attrition management plan?
 - g. Is the unit meeting attrition objectives?
 - h. Are soldiers experiencing problems in receiving any of the following-
 - (1) Monthly pay?
 - (2) Incentive payments?
 - (3) GI Bill payments?
 - (4) Awards and decorations?
 - (5) Tricare Benefits?
 - i. Does the unit have a functional Family Readiness Group (FRG)?
 - j. Does the unit actively pursue employer support?
 - k. Do unit personnel actively refer people to become members of their unit?
 - l. Does the unit utilize Stay Guard surveys?
5. Identify positive and negative trends by comparing the information gathered with published objectives, goals, and standards set by the commander.
 6. Prepare a briefing to the Commander, 1SG, and RRNCOIC on the information gathered and any recommended changes. (see task Conduct a Strength Maintenance Briefing 805B-79T-2451).

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

	<u>GO</u>	<u>NO-GO</u>
1. Met with unit leadership to discuss a unit's strength maintenance program.	_____	_____
2. Validated the unit's SM program addresses the following: <ol style="list-style-type: none"> a. Policies and Standard Operating Procedures. b. Extension/immediate reenlistment objectives. c. Responsibilities of unit leaders. d. Retention binder. e. Sponsorship and orientation programs. f. Bars to extension/immediate reenlistment. g. Family programs. h. .ESGR training and support. 	_____	_____
3. Evaluated the following retention related areas: <ol style="list-style-type: none"> a. How many soldiers are not attending drill? Why? b. Is the unit meeting retention objectives? c. How many soldiers who have extended/immediately reenlisted are- <ol style="list-style-type: none"> (1) First Term? (2) Careerists? d. How many soldiers are unsatisfactory participants? e. How many soldiers eligible for reenlistment/immediate reenlistment? f. Does the unit maintain contact with members of the ING? 	_____	_____
4. Evaluated the following attrition management areas. <ol style="list-style-type: none"> a. Are there soldiers not in authorized positions? b. Are all soldiers being properly utilized in their MOS? c. Does the unit training plan include MOS specific training for all soldiers? d. Are initial entry training (IET) graduates being used to conduct training? 	_____	_____

Performance Measures

GO **NO-GO**

- e. Does the unit maintain a current attrition management SOP IAW the state attrition management plan?
 - f. Does the unit comply with the attrition management plan?
 - g. Is the unit meeting attrition objectives?
 - h. Are soldiers experiencing problems in receiving any of the following-
 - (1) Monthly pay?
 - (2) Incentive payments?
 - (3) GI Bill payments?
 - (4) Awards and decorations?
 - (5) Tricare Benefits?
 - i. Does the unit have a functional Family Readiness Group (FRG)?
 - j. Does the unit actively pursue employer support?
 - k. Do unit personnel actively refer people to become members of their unit?
 - l. Does the unit utilize Stay Guard surveys?
5. Identified positive and negative trends by comparing the information gathered with published objectives, goals, and standards set by the commander. — —
6. Prepared a briefing to the Commander, 1SG, and RRNCOIC on the information gathered and any recommended changes. (see task Conduct a Strength Maintenance Briefing 805B-79T-2451). — —

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

**References
Required**

Related
NGR 601-1
SMTc18
STATE R&R SOP

Execute Extension Procedures

805B-79T-2463

Conditions: You are visiting one of your assigned units and have been asked to execute an extension for an ARNG Soldier who is willing to extend. You have access to the following:

- a. NGR 600-200
- b. Soldiers Certified PQR
- c. Current SRIP Memorandum
- d. UMR
- e. DA Form 4836
- f. DA 705
- g. AR 600-9
- h. MPRJ
- i. Reserve GI Bill Policy
- k. AMC Screening/Last Physical
- l. AR 135-180
- m. General Office Equipment
- n. US Flag
- o. Officers
- p. Current Family Care Plan
- q. Copy of Soldier's latest DA Form 4 and DA Form 4836 (if applicable).

Standards: Perform extension by validating/determining eligibility, process waivers (as appropriate), correctly complete required form(s), and conduct appropriate ceremony.

Performance Steps

1. Validate/determine the soldier's eligibility for extension.
 - a. Validate soldier's eligibility for extension when time has passed since last strength maintenance interview (go to Performance Step 1.c. below).
 - b. Determine soldier's eligibility for extension when no previous strength maintenance interview or special circumstances prevail (go to Performance Step 1.c. below).
 - c. Does Soldier meet extension criteria for each of the following:
 - (1) Age. (Note: Soldiers approaching age 60 may require special care. See NGR 600-200, Table 7-1 and Table 7-2.)
 - (2) Physical. (Note: NGR 600-200, Table 7-2, Rule G (Physical Examination) states that a soldier's physical must be within 5-years. However, this rule has been rescinded by NGB-ARH and no longer applies.)
 - (3) Body Composition. (Note: Soldiers must meet height/weight requirements of AR 600-9. Soldiers not meeting height/weight requirements and participating in the Army Weight Control Program must make satisfactory progress to meet requirements of AR 600-9. Soldiers making satisfactory progress may be eligible for extension with a waiver in accordance with NGR 600-200, Table 7-1, Rule K and Table 7-2, Rule D. Those who are not making satisfactory progress after a period of 6-months may be barred from extension/immediate reenlistment or processed for separation.)
 - (4) APFT. (Note: Soldiers must have taken and passed their last APFT within 18 months before ETS. Soldiers who have failed to take or pass their last APFT within 18 months may be eligible for extension with a waiver in accordance with NGR 600-200, Table 7-1, Rule J and Table 7-2, Rule E. Those who fail two consecutive APFTs may be barred from extension/immediate reenlistment or processed for separation.)
 - (5) BAR to Reenlistment/Immediate Reenlistment or Extension. (Note: Ensure Soldier does not have a bar to reenlistment/immediate reenlistment or extension as outline in NGR 600-200 Chapter 7, Section V.) Typical reasons for BARS include:
 - (a) Late for formations, details, or assigned equipment.

Performance Steps

- (b) Unexcused absences and unsatisfactory participation.
 - (c) Loss of clothing and equipment.
 - (d) Substandard personal appearance or hygiene.
 - (e) Recurrent nonjudicial punishment.
 - (f) Recurrent sickness on drill days without medical justification.
 - (g) Causes trouble in civilian community.
- (6) Dependency and marital status. (Note: Soldiers otherwise eligible for extension may be extended without regard to marital or dependency status and number of dependents, provided they have an approved family care plan. See NGR 600-200, Paragraph 7-9 for further details.)

NOTE: End of task for Soldiers found to be ineligible and no waiver is authorized. Soldiers requiring a waiver, go to Performance Step 2. Soldiers not requiring a waiver go to Performance Step 3.

2. Process required waivers. (Note: Ample time must be afforded to process waivers prior to ETS. Waivers will be process in accordance with NGR 600-200, Paragraph 7-10 and Table 7-2.)
3. Validate/determine the soldier's eligibility for selected reserve incentives, educational assistance and State specific incentive/educational assistance.
 - a. Validate soldier's eligibility for selected reserve incentive(s)/educational assistance and State specific incentive(s)/educational assistance when time has passed since last strength maintenance interview (see task 805B-79T-2454).
 - b. Determine soldier's eligibility for selected reserve incentive(s)/educational assistance and State specific incentive(s)/educational assistance when no previous strength maintenance interview or special circumstances prevail (I.e. Soldier required to extend due to formal training requirement or to meet eligibility for educational assistance, etc).
4. Validate/determine the period of extension/immediate reenlistment.
 - a. Validate soldier's elected period of extension/immediate reenlistment when time has passed since last strength maintenance interview (see task 805B-79T-2454).
 - b. Determine soldier's period of extension options when no previous strength maintenance interview and special circumstances prevail (I.e. Soldier required to extend due to formal training requirement or to meet eligibility for educational assistance, etc).
5. Complete the DA Form 4836 as follows:
 - a. Extension Processing Data: Put an "X" in the box titled "ARMY National Guard and a reserve of the ARMY.
 - b. Name. Self explanatory. Must match that on current DD Form 4 or as changed on pertinent records. Example marriage, divorce, etc.
 - c. SSN: Self explanatory. Must match that on current DD Form 4 series.
 - d. Grade: Enter current title and pay grade. Example SGT E5, SSG E6.
 - e. Date: Enter the date this extension is being prepared. Enter date in year, month, and day format, i.e., 880406 for 6 APR 88.
 - f. Unit of Assignment: Two line entry. Enter the complete unit designation, address, UIC and ZIP code of the assigned unit. If AGR, enter ARNG/AGR prior to unit designation and UIC on first line. On the second line, enter unit address and zip code.
 - g. Current/latest Information form DD Form 4 series:
 - (1) Date: This must be the same date as shown on DD form 4. The date the Soldier last executed a DD Form 4 for current term of ARNGUS service. Enter the date in year, month and day format, i.e., 880406 for 6 Apr 88.
 - (2) Term of service: Enter the number of years for which the Soldier enlisted during current enlistment in the ARNGUS term of service as shown on the latest DD Form 4 and the option, if applicable. Example: 3X5 or "Try One". Do not include any subsequent extensions that may have been issued.

Performance Steps

- (3) Number of extensions previously granted. Enter the number of extensions which have been issued for the latest DD Form 4.
 - h. Provisions and Computation of this Extension:
 - (1) Current ETS: Enter the ETS date shown in Item 7a above, using two numerical for the year, months and day. Example: 24 June 1994 would be entered as "24 05 94".
 - (2) Period of the Extension. Enter the additional term of service that is to be authorized in this extension. If the number of days (less than 30) is essential to provide for a special extension, the preparation activity may enter the number of days in the "Day" column. For Example a Soldier needs 11mths and 8 days to reach the last day of the month for their 60th birthday, the last 8 days may be placed in the "Day" column.
 - (3) New ETS: Add the period of this extension (Item 8b above) to the Soldier's current ETS (item 8a above and enter the sum in year-month-day format same as ETS.
 - (4) Blank space below 8c. A statement, initialed by the Soldier, listing all incentives eligible for and those accepted.
 - i. Authority and reasons: Enter in the space below title of this item "Rule ___ Table 7-1" (citing the applicable rule in the blank space).
 - j. Place an "X" in the block adjacent to NGR 600-200.
 - k. Oath of Extension. On the first line of the Oath, enter the actual date on which the Oath was administered. In the second line, enter the same date as that shown in Item 7a. In the third line enter the State. Strike through "United States Army Reserve" on the fourth line. The Soldier will place his or her signature and the date in the places indicated after the oath is administered.
 - l. Certification: The date of the officer's certification must be the actual date the oath was administered. Personnel listed in Paragraph 2-91 can administer the oath. See * at the bottom of DA Form 4836. Strike out the words "Or warrant officer, or" so that it reads, Any other person so designated..." If a person other than an officer administers the oath, the authority of the person to administer it will be noted under the typed name.
6. Complete all selected reserve incentive program addenda and State specific incentive/educational assistance forms as appropriate.
 7. Obtain bonus control numbers for all selected reserve incentives and State specific incentives/educational assistance as appropriate.
 8. Coordinate with unit full time support and leadership to ensure ceremony is conducted in accordance with NGR 600-200.
 - a. Set the date, time, and location.
 - b. Ensure the proper setting for the oath of extension/immediate reenlistment.
 - c. The United States flag is prominently displayed (if available).
 - d. Ensure Ceremony is conducted in a dignified manner, personalized, and made meaningful to the Soldier.
 - e. Invite the soldier's spouse, family members, or other persons that the soldier may want to attend the ceremony.
 - f. Coordinate for photographic / media coverage (if available and desired by the soldier).
 - g. Brief the Soldier and Officer administering the oath on their responsibilities during Ceremony.
 9. Ensure proper disposition of the DA Form 4836 and accompanying documents:
 - a. Copies 1 and 2 will be filed on top of the original and copy of the DD Form 4 in MPRJ.
 - b. Copy 3 will be forwarded to the State AG.
 - c. Copy 4 will be given to the soldier.

Note: Only the most recent copies of the DA Form 4836 will be retained in the MPRJ. When excess documents are extracted from the MPRJ, they will be given to the soldier. Copy 3 will be forwarded to the State AG within 10 working days of date of execution and prior to the soldier's ETS.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Validated/determined the soldier's eligibility for extension.	—	—
2. Processed required waivers (when required).	—	—
3. Validated/determined the soldier's eligibility for selected reserve incentives and State specific incentive.	—	—
4. Validated/determined the period of extension.	—	—
5. Completed extension forms as appropriate.	—	—
6. Completed all selected reserve incentive program addenda and State specific incentive forms as appropriate.	—	—
7. Obtained bonus control numbers for all selected reserve incentives and State specific incentives as appropriate.	—	—
8. Coordinated with unit full time support and leadership to ensure ceremony is conducted in accordance with NGR 600-200.	—	—
9. Ensured proper disposition of the completed extension documents.	—	—

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

AR 135-180
AR 600-9
NGR 600-200

Execute Immediate Reenlistment Procedures

805B-79T-2464

Conditions: You are visiting one of your assigned units and have been asked to execute an Immediate Reenlistment for an ARNG Soldier who is willing to reenlist. You have access to the following:

- a. NGR 600-200
- b. Soldiers Certified PQR
- c. Current SRIP Memorandum
- d. UMR
- e. DA Form 4
- f. DA 705
- g. AR 600-9
- h. MPRJ
- i. Reserve GI Bill Policy
- k. AMC Screening/Last Physical
- l. AR 135-180
- m. General Office Equipment
- n. US Flag
- o. Officers
- p. Current Family Care Plan
- q. Copy of Soldier's latest DA Form 4 and DA Form 4836 (if applicable).

Standards: Perform Immediate Reenlistment by validating/determining eligibility, process waivers (as appropriate), correctly complete required form(s), and conduct appropriate ceremony.

Performance Steps

1. Validate/determine the soldier's eligibility for immediate reenlistment.
 - a. Validate soldier's eligibility for immediate reenlistment when time has passed since last strength maintenance interview (go to Performance Step 1.c. below).
 - b. Determine soldier's eligibility for immediate reenlistment when no previous strength maintenance interview or special circumstances prevail (go to Performance Step 1.c. below).
 - c. Does Soldier meet extension/immediate reenlistment criteria for each of the following:
 - (1) Age. (Note: Soldiers approaching age 60 may require special care. See NGR 600-200, Table 7-1 and Table 7-2.)
 - (2) Physical. (Note: NGR 600-200, Table 7-2, Rule G (Physical Examination) states that a soldier's physical must be within 5-years. However, this rule has been rescinded by NGB-ARH and no longer applies.)
 - (3) Body Composition. (Note: Soldiers must meet height/weight requirements of AR 600-9. Soldiers not meeting height/weight requirements and participating in the Army Weight Control Program must make satisfactory progress to meet requirements of AR 600-9. Soldiers making satisfactory progress may be eligible for extension with a waiver in accordance with NGR 600-200, Table 7-1, Rule K and Table 7-2, Rule D. Those who are not making satisfactory progress after a period of 6-months may be barred from extension/immediate reenlistment or processed for separation.)
 - (4) APFT. (Note: Soldiers must have taken and passed their last APFT within 18 months before ETS. Soldiers who have failed to take or pass their last APFT within 18 months may be eligible for extension with a waiver in accordance with NGR 600-200, Table 7-1, Rule J and Table 7-2, Rule E. Those who fail two consecutive APFTs may be barred from extension/immediate reenlistment or processed for separation.)
 - (5) BAR to Reenlistment/Immediate Reenlistment or Extension. (Note: Ensure Soldier does not have a bar to reenlistment/immediate reenlistment or extension as outline in NGR 600-200 Chapter 7, Section V.) Typical reasons for BARS include:

Performance Steps

- (a) Late for formations, details, or assigned equipment.
- (b) Unexcused absences and unsatisfactory participation.
- (c) Loss of clothing and equipment.
- (d) Substandard personal appearance or hygiene
- (e) Recurrent nonjudicial punishment
- (f) Recurrent sickness on drill days without medical justification
- (g) Causes trouble in civilian community
- (6) Dependency and marital status. (Note: Soldiers otherwise eligible for extension may be extended without regard to marital or dependency status and number of dependents, provided they have an approved family care plan. See NGR 600-200, Paragraph 7-9 for further details.)

NOTE: End of task for Soldiers found to be ineligible and no waiver is authorized. Soldiers requiring a waiver, go to Performance Step 2. Soldiers not requiring a waiver go to Performance Step 3.

2. Process required waivers. (Note: Ample time must be afforded to process waivers prior to ETS. Waivers will be process in accordance with NGR 600-200, Paragraph 7-10 and Table 7-2.)
3. Validate/determine the soldier's eligibility for selected reserve incentives, educational assistance and State specific incentive/educational assistance.
 - a. Validate soldier's eligibility for selected reserve incentive(s), educational assistance and State specific incentive(s)/educational assistance when time has passed since last strength maintenance interview (see task 805B-79T-2454).
 - b. Determine soldier's eligibility for selected reserve incentive(s), educational assistance and State specific incentive(s)/educational assistance when no previous strength maintenance interview or special circumstances prevail (I.e. Soldier required to extend due to formal training requirement or to meet eligibility for educational assistance, etc).
4. Validate/determine the period of extension/immediate reenlistment.
 - a. Validate soldier's elected period of extension/immediate reenlistment when time has passed since last strength maintenance interview (see task 805B-79T-2454).
 - b. Determine soldier's period of extension/immediate reenlistment options when no previous strength maintenance interview and special circumstances prevail (I.e. Soldier required to extend due to formal training requirement or to meet eligibility for educational assistance, etc).
5. Complete DA Form 4 as follows:
 - a. DD Form 4/1.
 - (1) Name. Enter soldier's complete last name (including compound name if applicable), full first name, full middle name(s), and any suffix such as Jr., Sr., III, etc. If no middle name, leave blank. If soldier was given initial(s) rather than first and/or middle name, enter such initial(s). Do not use punctuation of any sort including periods, commas, and/or dashes. In addition, with apostrophe or hyphen contained within a name it is not to be inserted between sections of names or used as substitutes or hyphens. Examples: McAfee John Q is shown as MCAFEE JOHN Q O'Brien James Henry Jr is shown as OBRIEN JAMES HENRY JR Smith-Connally M Harold is shown as SMITHCONNALLY M HAROLD.
 - (2) Social Security Number (SSN). Enter applicant's SSN, separating divisions with a hyphen. Example: 000-00-M.
 - (3) Home of Record (HOR). Enter address (street, city, State, zip code) soldier claims as permanent home of record. Example: 123 ANYWHERE AVENUE, ANY CITY, STATE 12345.
 - (4) Place of Enlistment/Reenlistment. Enter military installation, city, and state of reenlisting activity's location. Example: National Guard Armory, Any City, State 12345 or Fort Benning, GA.
 - (5) Date of Enlistment/Reenlistment. Enter date of reenlistment in year, month, and day sequence. Example: 66 OCT 10.

Performance Steps

- (6) Date of Birth (DOB). Enter in year, month, and date sequence. Example: 66 OCT 10.
 - (7) Previous Military Service Upon Enlistment/Reenlistment. Enter in spaces provided total active and total inactive military service (Reserve Component service not on active duty or ADT) completed at time of reenlistment. Enter year, month, and day totals in two positions each, preceding numbers 1 through 9 with a zero.
 - (8) Branch of Service. "X" out "United States" and enter - ARMY NATIONAL GUARD OF THE UNITED STATES.
 - (9) Period of Enlistment. In the second line, after the word "for," enter in Arabic numeral the period of years, months, and days for which the soldier is reenlisting. Example: 4
 - (10) Pay Grade. In the third line, after the word, "pay grade," enter the pay grade of the soldier at the time of reenlistment. Example: E-4.
 - (11) Annex(es). If no annexes, enter "None." Annexes will be listed as "A", "B", etc., if applicable.
 - (12) NOT APPLICABLE TO THE ARNGUS; DO NOT MAKE ENTRIES HERE.
 - (13) Remarks. Enter - IMMED REENL IAW NGR 600-200, CHAP 7.
 - (14) Initials of Enlistee/Reenlistee. All soldiers will complete this item by placing his/her initials in the space provided.
- b. DD Form 4/1 (Reverse). No entries required. Must be read by the Soldier.
- c. DD Form 4/2.
- (1) Record reenlistee's full name (last, first, and middle name sequence) and SSN, in blocks provided at top of DD Form 4/2.
 - (2) Block 13a. Certification. Self explanatory. Block 13b. Signature of Enlistee/Reenlistee. Soldier will sign full name in first, middle, and last name sequence.
 - (3) Block 13c. Date Signed. Example: 84 Jun 5.
 - (4) Block 14a. Branch of Service. Enter - ARMY NATIONAL GUARD OF THE U.S.
 - (5) Block 14b. Name of Service representative. Enter in last name, first name, and middle initial sequence.
 - (6) Block 14c. Pay Grade. Examples: E7, 0-3.
 - (7) Block 14d. Unit/Command Name. Enter service representative's unit of assignment. Example: 425 PERS SVC CO.
 - (8) Block 14e. Signature. Before signing, the service representative will verify correctness of entries and explain all applicable paragraphs of the reenlistment document to the soldier. The individual identified in item 14b above will sign in first, middle, and last name sequence (initials and last name are acceptable).
 - (9) Block 14f. Date Signed. Example: 84 Jun 5.
 - (10) Block 14g. Unit/Command Address. Example: ANY CITY, STATE 29924.
 - (11) Block 15. Not applicable to the ARNGUS.
 - (12) Block 16. Enlistment/Reenlistment in the National Guard. Immediately following "I" in the space provided enter reenlistee's full name in first, middle, last name sequence.
 - (13) Block 17. Acknowledgment of Enlistment Date. Enter day of month, following "D", "ST", or "TH", as appropriate. Do not precede number 1 through 9 with a zero. Spell out month and enter last two digits of calendar year. Example: 22d day of July 1984; 5th day of April 1979; 1st day of June 1987
 - (14) Block 18b. Date Signed. Enter date the oath was administered. Example: 84 Jul 02
 - (15) Block 19b. Name. Enter name of commissioned officer or person authorized by State law (in last name, first name, and middle initial sequence) who administered oath of enlistment.
 - (16) Block 19c. Pay Grade. Enter grade, i.e., 0-3. If not an officer, put "NA".
 - (17) Block 19d. Unit/Command Name. Example: 425 PERS SVC CO.
 - (18) Block 19e. Signature. Officer or individual identified in Item 19b above will sign his or her name in first, middle, and last name sequence (initials and last name are acceptable).
 - (19) Block 19f. Date Signed. Enter date the oath was administered. Example: 84 JUL 22
 - (20) Block 19g. Unit/Command Address. ANYTOWN, STATE 29924. If not an officer and no unit/command address, put "NA".

Performance Steps

6. Complete all selected reserve incentive program addenda and State specific incentive/educational assistance forms as appropriate.
7. Obtain bonus control numbers for all selected reserve incentives and State specific incentives/educational assistance as appropriate.
8. Coordinate with unit full time support and leadership to ensure ceremony is conducted in accordance with NGR 600-200.
 - a. Set the date, time, and location.
 - b. Ensure the proper setting for the oath of extension/immediate reenlistment.
 - c. The United States flag is prominently displayed (if available).
 - d. Ensure Ceremony is conducted in a dignified manner, personalized, and made meaningful to the Soldier.
 - e. Invite the soldier's spouse, family members, or other persons that the soldier may want to attend the ceremony.
 - f. Coordinate for photographic / media coverage (if available and desired by the soldier).
 - g. Brief the Soldier and Officer administering the oath on their responsibilities during ceremony.
9. Ensure proper disposition of the completed DD Form 4 - series and accompanying documents are distributed as follows:
 - a. Original and copy #1 will be filed in the MPRJ.
 - b. Copy 2 will be forwarded to the State AG.
 - c. Copy 3 will be given to the soldier.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

	<u>GO</u>	<u>NO-GO</u>
1. Validated/determined the soldier's eligibility for immediate reenlistment.	_____	_____
2. Processed required waivers (when required).	_____	_____
3. Validated/determined the soldier's eligibility for selected reserve incentives and State specific incentive.	_____	_____
4. Validated/determined the period of immediate reenlistment.	_____	_____
5. Completed immediate reenlistment forms as appropriate.	_____	_____
6. Completed all selected reserve incentive program addenda and State specific incentive forms as appropriate.	_____	_____
7. Obtained bonus control numbers for all selected reserve incentives and State specific incentives as appropriate.	_____	_____
8. Coordinated with unit full time support and leadership to ensure ceremony is conducted in accordance with NGR 600-200.	_____	_____
9. Ensured proper disposition of the completed immediate reenlistment documents.	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction,

should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References**Required****Related**

AR 135-180

AR 600-9

NGR 600-200

SMTC01

SMTC02

Subject Area 2: MEPS Processing

**Perform ARNG MEPS Guidance Counselor Administrative Procedures
805B-79T-3421**

Conditions: As an ARNG MEPS Guidance Counselor in a MEPS environment and a requirement to perform administrative duties with access to:

- a. NGR 601-1.
- b. NGR 600-200 with current ARNG FY ECM.
- c. Pure Edge.
- d. AR 25-50.
- e. ARNG Memo 25-52.
- f. Current MEPS Policies and Procedures
- g. State Specific SM SOP
- h. Required office supplies and equipment

Standards: Conduct daily, weekly, monthly and quarterly administrative/training tasks that result in an efficient workflow. Disseminate MEPS/SM information to applicable personnel.

Performance Steps

1. Disseminate MEPS/SM information.
 - a. Monthly Calendar.
 - b. Qualifications List Updates.
 - c. REQUEST Operations Center Messages.
 - d. MEPS Operation Procedures.
 - (1) Hotel Policies.
 - (2) MEPS Dress Code.
 - (3) Procedural Changes.
 - (4) New Recruiter/NCOIC MEPS Orientation.
 - e. Publish High School SASVAB Test Schedules.
 - f. Distribute MET Site Schedule.
2. Conduct MEPS Training.
 - a. New RRNCO/Area RRNCO/MEPS related training.
 - b. Sustainment MEPS related training.
 - c. Newly assigned MEPS GC training.
3. Prepare and Maintain Military Correspondence.
 - a. DA 200/Transmittal Documents.
 - b. Memorandums.
 - c. Manage Electronic Mail (E-mail).
 - d. Pre/Post Lodging and Meal report to NGB.
 - e. State/MEPS specific reports.
4. Establish and Maintain Inter-Office Files (at a minimum).
 - a. Suspense/Functional File(s).
 - b. USMEPCOM 727-E (24 months).
 - c. Request Operation Center Messages.
 - d. IET Orders (24 months).
 - e. Positive DAT results.
 - f. DA 200/Transmittal Document (24 months).

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement.

Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.

b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Disseminated MEPS/SM Information.	_____	_____
2. Conducted MEPS Training.	_____	_____
3. Prepared and Maintained Military Correspondence.	_____	_____
4. Established and Maintained Inter-Office Files.	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

AR 25-50
NGR 600-200
NGR 601-1
SMTTC18

Process an ARNG Applicant at a Military Entrance Processing Station (MEPS)
805B-79T-3422

Conditions: As an ARNG MEPS Guidance Counselor with a requirement to process an ARNG applicant through a Military Entrance Processing Station (MEPS) and access to:

- a. NGR 600-7 w/ current SRIP policy Memorandums.
- b. AR 600-9.
- c. AR 45-501.
- d. USMIRS User Manual.
- e. Request User Manual.
- f. MEPS SOP and Policy Letters.
- g. NGR 600-200 w/ current ECM.
- h. State Specific Strength Maintenance SOP.

Standards: Conduct Pre-MEPS processing procedures, provide RRNCO force with necessary applicant data, process ARNG applicants at MEPS, and counsel applicants on their final disposition.

Performance Steps

1. Conduct MEPS Prescreen Processing.
 - a. Review and submit USMEPCOM Form 680-3-A-E.
 - b. Review and submit DD 2807-2 w/ supporting documents.
 - c. Review Prior Service Documents (if applicable).
2. Disseminate applicable MEPS information to RRNCO.
 - a. Changes of service and/ or component service processing for (SPF).
 - b. High School Pulls/ look up (SASVAB).
 - c. SSAN Pull.
 - d. ASVAB look up.
 - e. MEPS processing schedule.
 - f. Medical Data.
 - (1) Prescreen approval/ disapproval.
 - (2) Current MEPS Medical Status.
3. Verify enlistment eligibility.
4. Verify eligibility for enlistment options/ SRIP incentives/ MGIB.
5. Obtain applicable waiver control numbers from National Guard Bureau Request Operation Center.
6. Conduct Pre-accession Interview (PAI) and review SF86.
 - a. Verify information with applicant.
 - b. Determine level of security clearance. (Refer to task 805B-79T-3408, Perform Security Procedures)
7. Obtain training seat reservation. (Refer to task number 805B-79T-3404, Operate REQUEST Application).
8. Finalize enlistment packet. (Refer to task number 805B-79T-3405, Operate Guidance Counselor Redesign Application (GCRc).
9. Submit Request for Order (RFO).
10. Review and verify all entered data is correct on the enlistment contract (DD Form 4/1 and 4/2).
11. Provide soldier/ applicant with required out-briefing.
 - a. Soldier.
 - (1) ARNG Welcome Packet.

Performance Steps

- (2) Unit/RSP.
 - b. Disqualified Applicant.
 - (1) Counsel Regarding Reason for Disqualification (TDQ/ PDQ).
 - (2) Return Back Justified (RBJ) date (if applicable).
 - (3) Consult Procedure (if applicable).
 - (4) Additional Medical/ Moral Documents (if applicable).
 - c. Qualified Not Enlisted (QNE).
 - (1) Counsel Regarding Reason for QNE.
 - (2) Coordinate with RRNCO.
12. Prepare and submit End-of-Day report.
- a. Refer to task number 805B-79T-3404, Operate REQUEST application.
 - b. Refer to task number 805B-79T-3405, Operate Guidance Counselor Redesign Application (GCRc).

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

	<u>GO</u>	<u>NO-GO</u>
1. Conducted MEPS Prescreen Processing.	—	—
2. Disseminated applicable MEPS information to RRNCO.	—	—
3. Verified enlistment eligibility.	—	—
4. Verified eligibility for enlistment options/ SRIP incentives/ MGIB.	—	—
5. Obtained applicable waiver control numbers from National Guard Bureau.	—	—
6. Conducted pre-accession interview and reviewed SF86.	—	—
7. Obtained training seat reservation.	—	—
8. Finalized enlistment packet.	—	—
9. Submitted Request for Order (RFO).	—	—
10. Reviewed enlistment contract.	—	—
11. Provided soldier/ applicant with required out-briefing.	—	—
12. Prepared and submitted End-of-Day report.	—	—

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References**Required**

AR 40-501
AR 600-9
MEPCOM REG 40-1

Related

References

Required

MEPCOM REG 601-23
MEPCOM REG 680-1
NGR 600-200
NGR 600-7
SMTC01
SMTC07
SMTC09
SMTC10
SMTC18

Related

Process ARNG Soldiers for Initial Entry Training (IET)

805B-79T-3423

Conditions: As an ARNG MEPS Guidance Counselor with a requirement to process an ARNG Soldier for shipment to training and access to:

- a. TRADOC Regulation 350-6.
- b. NGR 600-200 with current ARNG FY ECM.
- c. State specific Strength Maintenance Policies.
- d. REQUEST Application.
- e. USMIRs Application.
- f. GCRc Application.
- g. AR 40-501.
- h. AR 600-9.

Standards: Perform necessary action to process ARNG soldiers for shipment to IET or AIT.

Performance Steps

1. Verify Pre-Ship ETNAC results.
 - a. Favorable.
 - b. Non-Favorable.
2. Verify DAT/HIV results.
 - a. Positive.
 - b. Negative.
3. Performed Unit/IADT Manager's request for change.
 - a. Medical/Moral/Hardship.
 - b. Discharged.
 - c. MOS change.
 - d. Unit transfer/Interstate transfer.
4. Review training orders.
 - a. Verify accuracy.
 - b. Make distribution.
5. Performed Courtesy Ship.
 - a. Amend/Revoke orders.
 - b. Contact shipping MEPS.
 - c. Forward ship packet.
 - d. Contact NGB Recruiting Operations Center (ROC).
6. Verify Ship Eligibility.
 - a. Review medical documentation.
 - b. DA Form 4187.
 - c. Education documentation.
 - d. Annotate changes on DD Form 1966 IAW current ARNG FY ECM.
 - e. Conduct TRADOC Liaison briefing.
 - f. Additional documentation for change to enlistee's status (marriage, dependents, direct deposit, etc..).
7. Verified Non-Ship Actions.
 - a. Contact RRNCO/Unit/State IADT manager.
 - b. Counsel soldier (if applicable).
 - c. Cancel/Reno/Update reservation (see Task 805B-79T-3404 for procedures).
 - d. Revoke/Amend orders.
 - e. Coordinate transportation (if applicable).

Performance Steps

8. Perform Administrative Packet Actions.
 - a. Shippers.
 - b. Non-Shippers.
9. Prepare and Submit End-Of-Day Report.
 - a. Refer to Task number 805B-79T-3404 for procedures.
 - b. Refer to Task number 805B-79T-3405 for procedures.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Verified Pre-Ship ETNAC Results.	_____	_____
2. Verified DAT/HIV Results.	_____	_____
3. Performed Request for Change with Unit/IADT Manger.	_____	_____
4. Reviewed IET/IADT Orders	_____	_____
5. Performed Courtesy Ship.	_____	_____
6. Verified Ship Eligibility.	_____	_____
7. Performed Non-Ship Actions.	_____	_____
8. Performed Administrative Packet Actions.	_____	_____
9. Prepared and Submitted End-Of-Day Report.	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

AR 40-501
AR 600-9
NGR 600-200
SMT C10
SMT C18

Related

SMT C09
SMT C11

Operate REQUEST Application

805B-79T-3424

Conditions: As an ARNG MEPS Guidance Counselor assigned to a Military Entrance Processing Stations with access to:

- a. Operations Guidance Counselor Workstation.
- b. NGR 600-200 with current ARNG FY ECM.
- c. Appropriate messages and updates.
- d. REQUEST Operator's Manual.
- e. REQUEST Operating System.
- f. Standard office supplies and equipment..

Standards: Identified and accessed required reports, updated applicant records, and completed training or vacancy searches as required.

Performance Steps

1. Log in to REQUEST system with user name and password.
2. Review mail.
3. Update/Review Applicant Record.
 - a. Select REQUEST Manager's Tab.
 - b. Select Reservation Processing.
 - c. Select ARNG.
 - d. Select Applicant under Pending Tab.
 - e. Update/Review Applicant Information.
 - f. Save.
4. Build New Applicant Record.
 - a. Select REQUEST Manger's Tab.
 - b. Select Reservation Processing.
 - c. Select New Applicant.
 - d. Build Applicant's Personal Information.
 - e. Save.
5. Secure Unit Vacancy for Applicant.
 - a. Select REQUEST Manager's Screen.
 - b. Select Manage Unit Vacancies.
 - c. Select ARNG Unit Vacancies.
 - d. Enter State/UIC and select OK.
 - e. Search Unit Vacancy by State/UIC.
 - f. Secure Applicant's Unit Vacancy.
6. Build New Unit Vacancy (if vacancy does not exist).
 - a. Select REQUEST Manager's Screen.
 - b. Select Manage Unit Vacancies.
 - c. Select ARNG Unit Vacancies.
 - d. Enter State, select New.
 - e. Build Unit Vacancy Information.
 - f. Save.
7. Check Opportunity.
 - a. Select REQUEST Manager's Screen.
 - b. Select Reservation Processing.
 - c. Select ARNG.

Performance Steps

- d. Select Applicant under Pending Tab.
 - e. Check Opportunity.
8. Secure Applicant Training Seat.
 - a. Select REQUEST Manager's Screen.
 - b. Select Reservation Processing.
 - c. Select ARNG.
 - d. Select Applicant under Pending Tab.
 - e. Secure Applicant Training Reservation.
9. Confirm Enlistment/Shipper.
 - a. Select REQUEST Manager's Screen.
 - b. Select Reservation Processing.
 - c. Select ARNG.
 - d. Select Enlistment/Shipper Confirm Tab.
10. Maintain Applicant's Training Reservation.
 - a. Select REQUEST Manager's Screen.
 - b. Select Reservation Processing.
 - c. Select ARNG.
 - d. Select Reservation Processing.
 - e. Select Process Applicant.
 - f. Enter SSAN.
 - g. Select Appropriate Function (Renegotiations, Cancellations, etc).
11. Manage Units.
 - a. Select REQUEST Manager's Screen.
 - b. Manage Units.
 - c. Enter State/UIC and click "Select".
 - d. Highlight Unit and click "OK".
 - e. Review/Update Unit Information.
12. Reports.
 - a. Select REQUEST Manager's Screen.
 - b. Select Report(s) for Review/Print.
13. Change/Update Password.
 - a. Select User Management.
 - b. Select Change Password.
 - c. Change password.
14. Log Out.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

	<u>GO</u>	<u>NO-GO</u>
1. Logged in.	—	—
2. Reviewed Mail.	—	—
3. Updated/Reviewed Applicant Record.	—	—

Performance Measures	<u>GO</u>	<u>NO-GO</u>
4. Built New Applicant Record.	_____	_____
5. Secured Unit Vacancy for Applicant.	_____	_____
6. Built New Unit Vacancy (If Vacancy did not exist).	_____	_____
7. Checked Opportunity.	_____	_____
8. Secured Applicant Training Seat.	_____	_____
9. Confirmed Enlistment/Shippers.	_____	_____
10. Maintained Applicant's Training Reservation.	_____	_____
11. Managed Units.	_____	_____
12. Prepared Reports.	_____	_____
13. Changed/Updated Password.	_____	_____
14. Logged Out.	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 600-200
SMTTC10

Operate Guidance Counselor Redesign Application
805B-79T-3425

Conditions: As an ARNG MEPS Guidance Counselor assigned to a Military Entrance Processing Stations with access to:

- a. Guidance Counselor work station with scanner and signature pad.
- b. Current GCRc user's manual.
- c. NGR 600-200 with current EC.
- d. NGR 600-7 with current SRIP policy guidance.
- e. Appropriate messages and updates.

Standards: Identified and maintained MEPS GC quality controls, electronic records management (ERM), and applicant/soldier processing using GCRc.

Performance Steps

1. Log in.
2. Choose Select a Person Link.
 - a. Select a processing date.
 - b. Select an applicant name.
 - c. Select ERM.
 - d. Select validation and initiate validation process.
 - e. Select links (from select a person screen).
 - f. Select Inbox.
 - g. Select workflow (applicant's name).
3. Perform Quality Control.
 - a. NG GC QC (Projection QC).
 - (1) Perform visual QC on data in NG QC Summary Report.
 - (2) Approve.
 - (3) Disapprove.
 - b. NG GC QC (GC Generated).
 - (1) Perform visual QC on data in NG QC Summary Report.
 - (2) Approve.
 - (3) Disapprove.
 - c. NG before ship QC.
 - (1) Perform visual QC on data in NG QC Summary Report.
 - (2) Approve.
 - (3) Disapprove.
 - d. Ship counselor QC (one day prior to ship).
 - (1) Perform visual QC on data in NG QC Summary Report.
 - (2) Approve.
 - (3) Disapprove.
4. View Applicant Processing List.
5. Select an Applicant for Processing.
6. Verify and scan required documents in ERM.
 - a. Select ERM.
 - b. Select scan.
 - c. Select document type.
 - d. Select forms name.
 - e. Select view packet.
 - f. Verify required documents.

Performance Steps

7. Submit USMEPCOM 680ADP information to REQUEST.
NOTE: Physical and Test results must be transmitted from USMIRS.
 - a. Select Process Applicant
 - b. Select 680ADP.
 - c. Verify physical and test data is complete.
 - d. Complete required information.
 - e. Select Save
 - f. Select Submit to REQUEST.
NOTE: Task 805B-79T-3404 must be complete to proceed.
8. Update 680ADP.
 - a. Select process applicant.
 - b. Select 680ADP.
 - c. Complete accession information.
9. Complete ARNG Enlistment Annex and Addendums.
 - a. Select Forms Name.
 - b. Select Annex Forms.
 - c. Complete required information.
 - d. Select Save.
 - e. Capture electronic signature.
 - f. Select Save.
 - g. Repeat items e-f for any additional addendums.
10. Complete Additional Enlistment Forms.
 - a. Select Process Applicant.
 - b. Select Forms and Docs.
 - c. Complete required information.
 - d. Select Save.
 - e. Select desired forms.
 - f. Display selected forms for signature.
 - g. Capture signatures.
 - h. Print necessary documents for MEPS OPNS.
11. Scan MEPS OPNS Documents into ERM.
 - a. Select ERM.
 - b. Select Scan.
 - c. Select Document Type.
 - d. Select Reservation Processing.
 - e. Select Forms Name.
12. Perform NG QNE (end of day).
 - a. Select Links.
 - b. View Inbox.
 - c. Select QNE.
 - d. Select finish task.
13. Perform QNE Report.
 - a. Select the Select a Person Screen.
 - b. Select Workflow.
 - c. Select QNE Report.
 - d. Complete Required Information.
 - e. Save.
14. Update Projections (as needed throughout the day).
 - a. Select the Select a Person Screen.

Performance Steps

- b. Select Projections.
- c. Update/Add 680-3-A-E Information.
- d. Select Save/Project.

15. Scan in completed physical, medical, and supporting security documentation.

- a. Select ERM.
- b. Select Document Type.
- c. Select Forms Name.

16. Log Out.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Logged in.	_____	_____
2. Selected Person Link.	_____	_____
3. Performed Quality Controls.	_____	_____
a. NG GC QC (Projections QC)		
b. NG GC QC (GC Generated)		
c. NG Before Ship QC		
d. Ship Counselor QC (1day Prior to Ship)		
4. Viewed Applicant Processing List.	_____	_____
5. Selected Applicant for Processing	_____	_____
6. Verified and scanned required documents in ERM.	_____	_____
7. Submitted USMEPCOM 680ADP Information to REQUEST	_____	_____
8. Updated 680ADP.	_____	_____
9. Completed ARNG Enlistment Annex and Addendums.	_____	_____
10. Completed Additional Enlistment Forms.	_____	_____
11. Scanned MEPS OPNS Documents into ERM.	_____	_____
12. Performed NG QNE (end of day).	_____	_____
13. Performed QNE Report.	_____	_____
14. Updated Projections.	_____	_____
15. Scanned completed physical, medical, and supporting security documentation.	_____	_____
16. Logged Out.	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction,

should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References**Required****Related**

NGR 600-200

NGR 600-7

SMTC01

SMTC11

Operate MEPCOM Integrated Resource System (MIRS) Application
805B-79T-3426

Conditions: As an ARNG MEPS Guidance Counselor assigned to a Military Entrance Processing Station with access to:

- a. Operational Guidance Counselor MIRS Terminal.
- b. Current U.S. Military Command Integrated Resource System (USMIRS) user's manual.
- c. Verifiable Applicant SSAN.

Standards: Utilized USMIRS Terminal to process a USMEPCOM Action.

Performance Steps

1. Log in.
 - a. Enter User Name.
 - b. Enter Password.
2. Confirm Projections.
 - a. Select Service.
 - b. Select Data Entry.
 - c. Select Projection.
 - d. Enter SSAN.
 - e. Verify Projection Data.
 - f. Select CTRL F7 to commit projection.
 - g. Select CTRL F4 to clear screen or SHIFT & F9 to return to Main Menu.
3. Print 727 Processing List (Processing, Lunch/Dinner and Lodging Roster).
 - a. Select Service.
 - b. Select Print.
 - c. Select 727 APL.
 - d. Enter Processing Date.
 - e. Enter Service Code.
 - (1) DAG.
 - (2) DAZ.
 - f. Enter Desired Report Type (CTRL&L).
 - g. Select SHIFT & F6 to Print.
 - h. Select SHIFT & F9 to return to Main Menu.
4. Clear Applicant "N" Status.
 - a. Select Service.
 - b. Select Data Entry.
 - c. Select "N" Status.
 - d. Enter "X" next to service comment.
 - e. Select CTRL & F7 to commit.
 - f. Select SHIFT & F9 to return to Main menu.
5. Print 714 ADP to Obtain ASVAB, ENTNAC, DAT and HIV Results.
 - a. Select Service.
 - b. Select View Only.
 - c. Select 680ADP.
 - d. Enter Applicant SSAN.
 - e. Select Print.
 - f. Select SHIFT & F9 to return to Main Menu.
6. Build Personal Data.
 - a. Select Service.

Performance Steps

- b. Select Data Entry.
 - c. Select Personal Data.
 - d. Enter SSAN.
 - e. Select Service Code.
 - (1) DAG.
 - (2) DAZ.
 - f. Complete Personal Data Information.
 - g. Select CTRL & F7 to Commit.
 - h. Select "X" to print 680ADP.
 - i. Select SHIFT & F9 to return to Main Menu.
7. Database Query to view SASVAB results.
- a. Select Service.
 - b. Select Database Query.
 - c. Enter an "X" in the student ASVAB line.
 - d. Enter SSAN.
 - e. Select Shift & F9 to return to main menu.
8. Print Forms.
- a. Select Service.
 - b. Select Print.
 - c. Select Form/Reports.
 - d. Select CTRL & L.
 - e. Select desired report.
 - f. Enter SSAN if prompted to.
 - g. Select Shift & F9 to return to main menu.
9. Logout.
- a. Select Exit.
 - b. Select Exit.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

	<u>GO</u>	<u>NO-GO</u>
1. Logged In.	—	—
2. Confirmed Projections.	—	—
3. Printed 727 Processing List (Processing, Lunch/Dinner and Lodging Roster).	—	—
4. Cleared Applicant "N" Status.	—	—
5. Print ed 680ADP to Obtain ASVAB, ENTNAC, DAT and HIV Results.	—	—
6. Built Personal Data.	—	—
7. Performed Database Query to view SASVAB results.	—	—
8. Printed Forms.	—	—
9. Logged Out.	—	—

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required
SMTC09

Related

Initiate Waiver Request

805B-79T-3427

Conditions: Operating as an ARNG MEPS Guidance Counselor submit a moral, administrative and or medical wavier, with access to:

- a. GCR/ user manual.
- b. GEMRs/(Guard Electronic Medical Record System)/User Manual.
- c. NGR 600-200 with current EC.
- d. AR 40-501.
- e. Appreciate Messages and updates.
- f. Individual State wavier SOP's.

Standards: Initiated a moral, administrative or medical wavier.

Performance Steps

1. Determine Type of Waiver Required.
 - a. For Moral/Administrative Waiver, go to step 2.
 - b. For Medical Waiver, go to step 7.
2. Review and verify all Moral/Administrative Disqualifications.
3. Determine waiver approval authority.
4. Verify that required documents are present and scanned into ERM.

NOTE: This includes TAG endorsement if processing a NGB waiver.

5. Utilizing GCRc, create waiver workflow.

NOTE: See task 805B-79T-3405, Operate Guidance Counselor Resource Center (GCRc).

- a. Access GCRc.
 - b. Select App.
 - c. Select Waiver drop down menu.
 - d. Select Waiver Info.
 - e. Select waiver type from drop down menu.
 - f. Select Level from drop down menu.
 - g. Select Disqualification from drop down menu.
 - h. Populate the regulation/chapter/Paragraph.
 - i. Type recommendation.
 - j. Under Status, select Yes.
 - k. Select the Approval Authority under the forward to dropdown menu.
 - l. Input Unit UIC.
 - m. Select Save to submit.
6. Upon receipt of waiver decision, (email) finalize waiver process.
 - a. Access GCRc.
 - b. Select Links.
 - c. Under Resource Page, select In Box.
 - d. Select Waiver Workflow for appropriate applicant.
 - e. Select appropriate actions.
 - f. Verify waiver code populates in 680 ADP.

NOTE: For Moral/Administrative waivers, end of task.

Performance Steps

7. Review and verify all Medical Disqualifications.
8. Verify that required documents are present and scanned into ERM.
9. Create Memorandum for Record requesting approval for Medical Waiver.
10. Generate Work flow to TAG.
11. Scan record.
12. Utilizing GCRc, create waiver Workflow to State Ops and submit.

NOTE: Must select TAG as the Approval Authority and medical as the DQ for submission.

- a. Access GCRc.
- b. Select App.
- c. Select Waiver drop down menu.
- d. Select Waiver Info.
- e. Select waiver Type from drop down menu.
- f. Select Level from drop down menu (TAG).
- g. Select Disqualification from drop down menu.
- h. Populate the regulation/chapter/Paragraph.
- i. Type Recommendation.
- j. Under Status, select Yes.
- k. Select the TAG Approval Authority under the forward to drop down menu.
- l. Input Unit UIC.
- m. Select Save to Submit.

13. Access Guard Electronic Medical Records (GEMR).
 - a. Log - On to GEMR.
 - b. Select Action Request Management.
 - c. Select Enter/modify request.
 - d. Input appropriate information.
 - e. Select "Submit" button.

NOTE: Once information is submitted, the system will populate the bottom portion of GEMR screen.

- f. Select the applicant.
- g. Select Manage Docs.
- h. Scan documents into appropriate document folder (s).

NOTE: Upon receipt of the system email, you will be notified of waiver decision.

14. Retrieve Waiver Notification.
 - a. Log into GEMR.
 - b. Select search actions.
 - c. From drop down menu, select Enlistment Waiver.
 - d. Input applicant' Last Name.
 - e. Highlight appropriate applicant.
 - f. Select Manage Docs.
 - g. From drop down menu, select Results Memo.
 - h. Print Result Memo.
15. Finalizing Medical Waiver Process.
 - a. Access GCRc.
 - b. Select the ERM.
 - c. Select Scan.
 - d. Scan Result Memo in appropriate folder(s).

Performance Steps

- e. Select Links.
- f. Under Resource Page In Box.
- g. Select Waiver Workflow for appropriate applicant.
- h. Select appropriate actions.
- i. Verify waiver code populates in 680 ADP.

NOTE: For Moral/Administrative waivers, end of task.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

GO **NO-GO**

- 1. Determined Type of Waiver Required.
 - a. For Moral/Administrative Waiver, go to step 2.
 - b. For Medical Waiver, go to step 7.
- 2. Reviewed and verify all Moral/Administrative Disqualifications.
- 3. Determined waiver approval authority.
- 4. Verified that required documents are present and scanned into ERM.

NOTE: This includes TAG endorsement if processing a NGB waiver.

- 5. Utilizing GCRc, created waiver workflow.
- 6. Upon receipt of waiver decision, (email) finalized waiver process.

NOTE: For Moral/Administrative waivers, end of task.

- 7. Reviewed and verify all Medical Disqualifications.
- 8. Verified that required documents are present and scanned into ERM.
- 9. Created Memorandum for Record requesting approval for Medical Waiver.
- 10. Generated Work flow to TAG.
- 11. Scanned record.
- 12. Utilizing GCRc, created waiver Workflow to State Ops and submit.

NOTE: Must select TAG as the Approval Authority and medical as the DQ for submission.

- 13. Accessed Guard Electronic Medical Records (GEMR).
- 14. Retrieved waiver notification.
- 15. Finalizing medical waiver process.

NOTE: For Medical waivers, end of task.

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

AR 40-501
NGR 600-200
SMTC11
SMTC18

Perform Security Procedures
805B-79T-3428

Conditions: As an ARNG MEPS Guidance Counselor with a requirement to verify an applicant has a proper security submission at time of enlistment/shipment with access to:

- a. NGR 600-200 with current EC.
- b. Appropriate messages and updates.
- c. Web Request Job Qualifications.
- d. USMEPCOM ELMO Distribution List.
- e. USMIRs.
- f. AR 601-23.

Standards: Verified and submitted proper level of security verification and posted results.

Performance Steps

1. Ensure PAI/PEI/SF86/1104 is accurate.
2. Determine clearance requirement as established in REQUESTJOB QUALS.
3. Imitate applicable security interview documents.
 - a. USAREC 1227.
 - b. TAPC-EPMD form 169-R.
 - c. TAPC-EPMD 189-R.
 - d. Other documents as required.
 - e. Arrange security interview with the Security Interviewer.
4. Scan necessary documents into Electronic Records Management (ERM) as needed.
5. Ensure MEPCOM fingerprinting process is completed and annotated on USMEPCOM 680ADP.
6. Scan USMEPCOM generated results (ELMO) into appropriate folder in ERM.
 - a. If results are unclassifiable, re-print must be completed.
 - b. Contact NGB security manager for other unresolved issues.
7. Review FBI matches against SF86 and request appropriate documents as necessary and scan into ERM. (see task 805B-79T-3405)
 NOTE: If Soldiers fails the security interview, see task 805B-79T-3402. Performance Steps 11b & 11c.
8. Prior to shipping to training:
 - a. Determine if applicant must re-initiate/update fingerprint PAI/PEI/SF86/signature pages.
 - b. Initiate USAREC Form 1227, TAPC-EPMD169-R, TAPC-EPMD 189-R, as required.
 - c. Arrange security interview with the security Interviewer.
 - d. Scan necessary documents(s) into ERM. (See task 805B- 79T-3405).

NOTE: If Soldiers fails the security interview, see task 805B-79T-3403. Performance Steps 7 a-e.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Ensured PAI/PEI/SF86/1104 is accurate.	—	—
2. Determined clearance requirement as established in REQUESTJOB QUALS.	—	—
3. Imitated applicable security interview documents.	—	—
4. Scanned necessary documents into Electronic Records Management (ERM) as needed.	—	—
5. Ensured MEPCOM fingerprinting process is completed and annotated on USMEPCOM 680ADP.	—	—
6. Scanned USMEPCOM generated results (ELMO) into appropriate folder in ERM.	—	—
7. Reviewed FBI matches against SF86 and request appropriate documents as necessary and scan into ERM.	—	—
8. Prior to shipping to training:	—	—
a. Determined if applicant must re-initiate/update fingerprint PAI/PEI/SF86/signature pages.		
b. Initiated USAREC Form 1227, TAPC-EPMD169-R, TAPC-EPMD 189-R, as required.		
c. Arranged security interview with the security Interviewer.		
d. Scanned necessary documents(s) into ERM.		

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References
Required

Related
NGR 600-200
SMTC09

Subject Area 3: Liaison NCO

Determine Alternatives to Separation for ARNG/USAR Soldiers in Initial Active Duty Training (IADT)**805B-79T-2480**

Conditions: As an Initial Active Duty Training (IADT) Manager or a TRADOC Liaison you are presented with an "at risk" Soldier in pre-IADT or IADT status, and will encourage all parties involved to cooperate in determining an alternative plan to separation. You have access to the Current Enlistment Criteria, NGR 600-200, AR 635-200, AR 135-91, NGR 601-1, Request/Guidance Counselor Resource Center (GCRc) (where available), Reception Battalion Automated Support System (RECBASS), VULCAN, Army Training Requirements and Resources System (ATTRS) (where available), Training and Doctrine Command (TRADOC) 135-6, TRADOC 350-6, DA Pam 611-21.

Standards: Provide an alternative to separation that could result in the retention of an at-risk Soldier during pre IADT or IADT status.

Performance Steps

1. Identify "At Risk" Soldier.
 - a. The Soldier's training Command.
 - (1) Commander.
 - (2) First Sergeant.
 - (3) Training NCO.
 - (4) Drill Sergeant.
 - b. The Soldier.
 - (1) At the initial briefing.
 - (2) During initial days of training.
 - (3) After failure of a TRADOC graduation requirement.
 - c. Notification from Home of Record (HOR).
 - (1) Family.
 - (2) Recruiting Retention Non-Commissioned Officer (RRNCO).
 - (3) Friend.
 - d. Personal contact and or activity within the training environment.
 - (1) IADT Manager.
 - (a) Recruit Sustainment Program (RSP) attendance.
 - (b) Post drill meetings with RSP Drill Sergeants/Platoon Sergeants.
 - (c) Bi-weekly telephone calls to Warrior.
 - (d) RRNCO.
 - (2) Liaison.
 - (a) Physical Training (PT).
 - (b) Lunch with Drill Sergeants.
 - (c) Establish daily monitoring with company Training NCO.
 - (d) Morning Report.
 - (e) 1st day Liaison Briefing.
 - (f) Graduation Briefing.
 - (g) Non-Commissioned Officer Development Program (NCODP).
2. Identify Type of At Risk Soldier.
 - a. Apathy/Motivational.
 - (1) Pre-ship.
 - (a) Evaluate status based on contact (information) and determine new options.
 - (b) Discuss options to Warrior (continuation of service verses separation).
 - (c) Contact RRNCO for Soldier interview and brief-back.
 - (2) Post-ship.

Performance Steps

- (a) Evaluate status with reporting channel.
 - (b) Evaluate status with Soldier.
 - (c) Offer alternatives to separation or discharge.
 - (d) Refer situation to RSP/RRNCO.
 - b. Dependency (Discovery of (married) (unmarried), missing documentation, occurring during training (married) (unmarried).
 - (1) Pre-ship.
 - (a) Request from Soldier or assist in obtaining appropriate documentation.
 - (b) Obtain Dependency Waiver.
 - (c) Initiate Family Care Plan.
 - (d) Renegotiate Contract (as required).
 - (2) Post Ship.
 - (a) Obtain appropriate documentation (no effect), GCR/VULCAN/IADT Mgr RSP/RRNCO.
 - (b) Obtain appropriate documentation GCR/VULCAN/IADT Mgr/RSP RRNCO (determined to be unlawful), initiate discharge.
 - (c) Obtain appropriate documentation, GCR/VULCAN/IADT Mgr/RSP RRNCO (waiver required) initiate waiver request.
 - (d) Apathy, (see above).
 - (e) Financial.
 - Family Assistance Program.
 - Show difference in income from active duty military opposed.
 - To previous civilian occupation.
 - Re-sell.
 - c. Medical/Injury Issues.
 - (1) Pre-ship injury.
 - (a) Minor, requiring ship date change.
 - (b) Minor, requiring continued medical treatment (stress fracture).
 - (c) Major, requiring extensive rehabilitation (must remember 2 year legal limitation).
 - (d) Existed Prior to Service (EPTS).
 - (e) Medical Board.
 - (2) Post-ship injury.
 - (a) Minor injury.
 - (b) Major injury.
 - (c) Physical Training and Rehabilitation Program (PTRP).
 - (d) EPTS.
 - (e) Medical Board.
 - d. Uniform Code of Military Justice (UCMJ)/Legal Issues.
 - (1) Absent without Leave (AWOL) / DFR(Dropped From the Rolls).
 - (2) Security Clearance.
 - e. Administrative Issues.
 - (1) missing or incorrect documentation.
 - (a) 4187.
 - (b) Family Care Plan.
 - (c) banking or financial information.
 - (d) marriage/divorce/child birth documentation.
 - (2) accelerated training.
 - f. Educational Issues.
 - (1) civilian.
 - (a) Mandatory Return Date (MRD).
 - (b) GED or HS Diploma.
 - (2) military (academic failure).
- 3. Recognize Types of Separations.
 - a. Existed Prior To Service (EPTS, Chap 5).

Performance Steps

- b. Entry level separations (ELS) (AR 635-200, Chap 11).
 - c. Separation for misconduct, Chap 14.
 - d. Homosexual Conduct (Chap 15).
 - e. APFT Failures.
 - f. AWOL.
 - g. Court martial.
 - h. Fraudulent Enlistment.
 - i. Erroneous Enlistments.
 - j. Use of Drugs or Alcohol.
 - k. Hardship.
 - l. HIV.
 - m. Suicide Attempt.
 - n. UCMJ.
4. Identify Alternatives to Separations.
- a. split training options.
 - b. REFRAD (avoid the term State Recall).
 - c. MOS Reclassification.
 - d. PTRP.
 - e. Fitness training Unit.
 - f. New Start Program.
 - g. Values (Motivational) training.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

	<u>GO</u>	<u>NO-GO</u>
1. Identified "At Risk" Soldier.	_____	_____
2. Identified type of "At Risk" Soldier.	_____	_____
3. Recognized Types of Separations.	_____	_____
4. Identified Alternatives to Separations.	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

AR 135-91
 AR 635-200
 DA PAM 611-21
 NGR 600-200
 NGR 601-1
 TRADOC REG 135-6
 TRADOC REG 350-6

Counsel ARNG/USAR Soldiers Ordered to or Currently in Training
805B-79T-2481

Conditions: You are confronted with IADT Soldiers who require a counseling affecting qualifications, medical conditions, attitude problems, separation threats, or other issues affecting a Soldier's ability to complete training. You have access to FM 6-22 (Field Manual), Training and Doctrine Command (TRADOC) Regulation 350-6, and NG 601-2.

Standards: Counsel At Risk Soldiers to assist them in completing their TRADOC Initial Active Duty Training (IADT) graduation requirements.

Performance Steps

1. Utilize Leader Counseling Skills as required.
 - a. Basic skills of counseling.
 - b. Appropriate approach to counseling.
 - c. Counseling process.
2. Refer Soldier to appropriate support activity based on their particular situation.
 - a. If an emergency at their home instruct Soldier's family to contact the American Red Cross.
 - b. If the Soldier is having a family or personal financial crisis that meets Army Emergency Relief (AER) criteria assist them with gathering appropriate documentation and appointment with AER.
 - c. If Soldier meets a spiritual or threatening situation send them to the Chaplain.
 - d. If Soldier feels that he is being mistreated or unjustly singled out, make an appointment with the Equal Opportunity Office or Judge Advocate Office.
 - e. Personal and or home issues often require some research and individual counseling in addition to agency or individual support.
3. Allocate Situational Counseling.
 - a. If APFT dilemma, use following counseling.
 - (1) Physical Fitness Unit (PFU) (Fitness Training Unit (FTU) / Motivational Platoon).
 - (2) New Start.
 - b. If Medical condition arises counsel based on limiting Training Pipeline Loss.
 - (1) Physical Training and Rehabilitation Program (PTRP) / Warrior Training and Rehabilitation Program (WTRP).
 - (2) Medical Board.
 - (3) Existed Prior to Service (EPTS).
 - (4) Line of Duty (LOD).
 - c. If Soldier does not respond to additional Basic Rifle Marksmanship (BRM) training, refer to appropriate solution source or New Start.
 - d. If Soldier experiences personal issues that effect the following, attempt to resolve using available resources, counsel accordingly or refer professional care.
 - (1) Financial.
 - (2) Family.
 - (3) Motivational.
 - (4) Fear of the Unknown.
 - (5) Apathy.
 - e. Ensure Academic failures are not purposely generated and counsel using following methods.
 - (1) New Start.
 - (2) Military Occupational Specialty (MOS) re-classification.
 - (3) Fast-Track.
 - f. Analyze Motivational challenges to ensure that counseling method is used.
 - (1) Motivational Platoon.
 - (2) Positive Reinforcement.
 - (3) Re-sell.

Performance Steps

- g. Assess Legal issues to ensure that they are not immediate and can wait Soldier returns from active duty or can be handled from home state.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

	<u>GO</u>	<u>NO-GO</u>
1. Utilized Leader Counseling Skills.	_____	_____
2. Referred Soldier to appropriate support activity.	_____	_____
3. Allocated Situational Counseling.	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

FM 6-22
NGR 601-1
TRADOC REG 350-6

Conduct Liaison Briefing

805B-79T-2482

Conditions: You have scheduled a Liaison briefing to a military audience and have access to FM-5-0 and Comprehensive Communication Skills Manual CCS.

Standards: Identify types of briefing, identify target audience, develop a briefing outline and conduct a Liaison Briefing.

Performance Steps

1. Identify type of briefing:
 - a. Information.
 - b. Decision.
 - c. Staff.
 - d. Mission.
2. Identify target audience:
 - a. Number.
 - b. Who are the ranking members.
 - c. What are their official positions.
 - d. How well do they know the subject.
 - e. What are their interest.
 - f. What is the anticipated reaction.
3. Develop a Briefing Outline.
 - a. Set objectives.
 - (1) Who is to be briefed.
 - (2) Type of briefing.
 - (3) Desired outcome.
 - b. Plan Strategy:
 - (1) Relevance.
 - (2) Buy in.
 - c. Gather information/materials.
 - (1) What do you know now?
 - (2) What more do you need to know?
 - (3) How will you get that information?
 - (4) Materials needed (e.g infocus, computer, etc...).
 - d. Develop the Body:
 - (1) Key facts bearing on the problem.
 - (2) Pertinent facts that might influence decision.
 - (3) Objective presentation of positive and negative facts.
 - (4) Necessary assumptions to bridge gaps.
 - (5) Course of action. A discussion of the various options that can solve the problem.
 - (6) Analysis.
 - (7) Comparison.
 - e. Develop Conclusion:
 - (1) State why selected solution is best.
 - (2) Ask for questions.
 - (3) Restate recommendation so that it only needs approval/disapproval.
 - (4) Request a decision (if applicable).
 - f. Develop Introduction:
 - (1) Military Greeting.
 - (2) Statement of type, classification, and purpose.
 - (3) Statement of problem.
 - (4) Recommendation.

Performance Steps

4. Conduct the Strength Maintenance Briefing:
 - a. Open:
 - (1) Greet.
 - (2) State BOAT (Background, Objectives, Agenda, Timeframe).
 - (3) Check awareness.
 - b. Discuss/Present.
 - (1) Present topics (analysis, options, and consequences).
 - (2) Present recommendation.
 - (3) Encourage interaction.
 - c. Address Concerns:
 - (1) Ask to understand.
 - (2) Acknowledge.
 - (3) Answer honestly.
 - d. Close:
 - (1) Review key points.
 - (2) Present next steps.
 - (3) Request appropriate commitment.
 - e. Follow up and plan after-action.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

	<u>GO</u>	<u>NO-GO</u>
1. Identified type of briefing.	_____	_____
2. Identified target audience.	_____	_____
3. Developed briefing outline.	_____	_____
4. Conducted the Strength Maintenance Briefing.	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

FM 5-0

Change a Training Seat Prior to Ship Date

805B-79T-2483

Conditions: You have received notification from either the Recruit Sustainment Program, The MEPS Guidance Counselor, or the RRNCOIC regarding a Soldier unable to ship on current reservation and have access to: ECM, NGR 600-200, REQUEST, VULCAN, Automated Unit Vacancy System / Unit Manning Roster (AUVS/UMR), ATRRS (Course Catalog), GCR, IPERMS, and RSP SOPs.

Standards: Confirm a new training ship date.

Performance Steps

1. Obtain documentation precipitating Training Seat Change.
2. Process IADT approved REQUEST to secure an adjusted ship date.
 - a. Search REQUEST for new training date availability.
 - b. Determine the Soldier's dates of availability to ship.
 - c. Complete Training Reservation.
 - (1) Determine if Soldier's QUALS meets MOS requirements if new MOS is required.
 - (2) Search REQUEST for new training date availability.
 - (3) If not, build a new vacancy or contact NGB-ROC.
3. Secure new reservation ship date.
 - a. Confirm availability - if not available call NGB-ROC for reservation or assistance.
 - b. Select available training date in REQUEST and confirm to reserve.
4. Inform GCs, RSP, RRNCOIC, RRNCO, Soldier by placing the Reservation Confirmation Letter directly from REQUEST on an email to inform all involved.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Obtained documentation precipitating Training Seat Change.	_____	_____
2. Processed IADT approved REQUEST to secure an adjusted ship date.	_____	_____
3. Secured new reservation ship date.	_____	_____
4. Informed GCs, RSP, RRNCOIC, RRNCO, Soldier by placing the Reservation Confirmation Letter directly from REQUEST on an email to inform all involved.	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 600-200
SMTTC10
SMTTC11

Validate Orders for Accuracy

805B-79T-2484

Conditions: You are to review incoming orders each day to ensure they are error free, by using copies of MEPS orders and arrival roster. You have access to Guidance Counselor Resource Center (GCRc), Enlisted Criteria Manual (ECM) and Training and Doctrine Command (TRADOC) Regulation 350-6.

Standards: Validate accuracy of and identify deficiencies in name line, Social Security Number (SSN), REPORT TO DATE, as well as REPORTING DATE, Training Path, Mandatory Return Date (MRD), Civilian Acquired Skills Program (CASP) participant, and Pay Entry Base Date (PEBD).

Performance Steps

1. Validate MEPS order for Accuracy.
 - a. Name, to include Middle initial.
 - b. Social Security Number.
 - c. Military Entrance Processing Station (MEPS) report date.
 - d. Report Location.
 - e. Report Date.
 - f. Training Path.
 - g. Military Occupation Specialty (MOS).
 - h. MRD.
 - i. CASP.
 - j. PEBD.
2. Recover Missing Documents.
 - a. Review Warriors 201 File.
 - b. Obtain from Warrior.
 - c. Receive from VULCAN.
 - d. Request GCRc Copy.
 - e. Contact Recruiting and Retention Non Commissioned Officer (RRNCO).
3. Develop an accessible filing system.
 - a. Alphabetize Orders and Counseling's by fiscal year.
 - b. Alphabetize Orders and Counseling's by training cycles.
 - c. File Orders and Counseling's by Roster Number.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

	<u>GO</u>	<u>NO-GO</u>
1. Validated MEPS order for Accuracy.	_____	_____
2. Recovered Missing Documents.	_____	_____
3. Developed an accessible filing system.	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

**References
Required**

Related
NGR 600-200
TRADOC REG 350-6

Manage Soldiers Unable to Complete Training

805B-79T-2485

Conditions: You have been notified that an ARNG Soldier will not be able to complete training and have access to NGR 600-200 (ECM), AR 635-200, AR 135-91, NGR 601-1, TRADOC 135-6, TRADOC 350-6, AR 601-210, AR 612-201, AR 630-10, and AR 40-501.

Standards: Determine rationale behind notification, obtain documentation, and resolve issue without a training pipeline loss.

Performance Steps

1. Identify Medical Issues.
 - a. If Existed Prior To Service (EPTS) then use following procedures, if not go to step b.
 - (1) (metha-choline challenge).
 - (2) If minor injury or illness determined:
 - (a) If length of recovery is minimal.
 - Physical Therapy and Rehabilitation Program (PTRP).
 - Release from Active Duty (REFRAD).
 - Short term Active Duty Medical Extension (ADME).
 - (b) If length of recovery will be extended, but is recoverable within one year period then REFRAD.
 - b. If Long Term Recovery use following options:
 - (1) Extended PTRP.
 - (2) Warrior Training and Rehabilitation Program (WTRP) 6 months or more.
 - (3) ADME.
 - c. Pregnancy.
 - (1) If Soldier is ARNG is an automatic REFRAD with possible discharge from home state.
 - (2) If Soldier is United States Army Reserve (USAR) is a discharge.
2. React to Warrior unable to meet Mandatory Return Date (MRD) (discussed in "Validate Orders for Accuracy").
3. Initiate Orders for REFRAD.
 - a. Exhaust all courses of action for Warrior's departure from Initial Entry Training (IET).
 - b. Notify training Company of intentions.
 - c. Acquire Individual Training Record (ITR).
 - d. Notify Initial Active Duty Training (IADT) Manager.
 - e. Annotate on VULCAN.
 - f. Write endorsement letter/send (deliver to orders section).
 - g. Obtain DD220 or DD214.
 - h. Obtain Line of Duty (LOD), historical records.
 - i. Annotate personal historical records.
4. Establish a Training Insert.
 - a. Verify Soldier returning to losing unit.
 - b. Review ITR and DD 220/214.
 - c. Inform operations of insert determination.
 - d. Insert into appropriate training phase.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

1. Identified Medical Issues.

GO**NO-GO**

2. Reacted to Warrior unable to meet Mandatory Return Date (MRD).

3. Initiated orders for REFRAD.

4. Established a Training Insert.

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References**Required****Related**

AR 135-91

AR 40-501

AR 601-210

AR 612-201

AR 630-10

AR 635-200

NGR 600-200

NGR 601-1

TRADOC REG 135-6

TRADOC REG 350-6

Subject Area 4: RCT NCO

**Coordinate Inbound Interstate Transfers
805B-79T-2470**

Conditions: As a RCT NCO, in a field environment, given a requirement to coordinate an inbound Interstate Transfer, access to current unit vacancies, NGR 601-1, NGR 600-200, AR 600-9, AR 40-501, AR 135-7, DA Pam 611-201, State/Territory specific RRF SOP and standard office supplies.

Standards: Access Interstate Transfer IAW NGR 600-200 and State/Territory specific RRC SOP.

Performance Steps

1. Receive initial contact for Interstate Transfer from:
 - a. Losing state RCT NCO.
 - b. Transferring Soldier.
 - c. Losing Unit.
 - d. Gaining Unit.
 - e. RRNCO.
2. Coordinate with losing state RCT NCO for completion of the IST Worksheet.
3. Verify eligibility:
 - a. Medical retention standards.
 - b. ETS date.
 - c. Height/Weight.
 - d. APFT.
 - e. Unexcused absences.

Note: If qualified, continue to step four. If unqualified, request appropriate waiver if applicable or stop processing if no waiver is authorized.

4. Locate appropriate unit assignment based on the following:
 - a. Eligibility.
 - b. Unit Vacancies.
 - c. Geographic location.
 - d. Gender.
 - e. MOS qualifications.
 - f. SRIP.
 - g. Rank/Pay Grade.
 - h. PULHES.
5. Coordinate completion of Contract (NGB 22-5-R-E and addendum to DD Fm 4) with:
 - a. Losing state for coordinated transfers.
 - b. Gaining state for uncoordinated transfers.
6. Request Personnel Qualification Record (PQR) from losing state's Interstate Transfer RCT NCO.
7. Receive PQR from losing state's RCT NCO.
8. Verify PQR and Contract for accuracy.
9. Process accession (PQR/NGR 22-5-R-E and Addendum to DD Fm 4) IAW State specific RRC SOP.
Note: For REP 63 soldiers, ensure MEPS to MEPS transfer.
10. Report accession data (production report) IAW state specific RRC SOP.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Received initial contact for Interstate Transfer from: <ol style="list-style-type: none"> a. Losing state RCT NCO b. Transferring Soldier c. Losing Unit d. Gaining Unit e. RRNCO 	_____	_____
2. Coordinated with losing state RCT NCO for completion of the IST Worksheet.	_____	_____
3. Verified eligibility: <ol style="list-style-type: none"> a. Medical retention standards. b. ETS date. c. Height/Weight. d. APFT. e. Unexcused absences. <p>Note: If qualified, continued to step four. If unqualified, requested appropriate waiver if applicable or stopped processing if no waiver was authorized.</p>	_____	_____
4. Located appropriate unit assignment based on the following: <ol style="list-style-type: none"> a. Eligibility b. Unit Vacancies c. Geographic location d. Gender e. MOS qualifications f. SRIP g. Rank/Pay Grade h. PULHES 	_____	_____
5. Coordinated completion of Contract (NGB 22-5-R-E and addendum to DD Fm 4) with: <ol style="list-style-type: none"> a. Losing state for coordinated transfers b. Gaining state for uncoordinated transfers 	_____	_____
6. Requested Personnel Qualification Record (PQR) from losing states Interstate Transfer (IST) NCO	_____	_____
7. Received PQR from losing state's IST NCO.	_____	_____
8. Verified PQR and Contract for accuracy.	_____	_____
9. Processed accession (PQR/NGR 22-5-R-E and Addendum to DD Fm 4) IAW State specific RRC SOP. (note: For REP 63 soldiers, ensure MEPS to MEPS transfer)	_____	_____
10. Reported accession data (production report) IAW state specific RRC SOP.	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction,

should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References**Required**

NGR 600-200

Related

AR 135-7

AR 40-501

AR 600-9

DA PAM 611-21

NGR 601-1

SMTC18

Coordinate Outbound Interstate Transfers
805B-79T-2471

Conditions: As a RCT NCO, in a field environment, given a requirement to coordinate an inbound Interstate Transfer, NGR 601-1, NGR 600-200, AR 600-9, AR 40-501, AR 135-7, DA Pam 611-201, State/Territory specific RRF SOP and standard office supplies.

Standards: Coordinate an Outbound Interstate Transfer IAW NGR 600-200 and State/Territory specific RRF SOP.

Performance Steps

1. Receive initial contact for Outbound Interstate Transfer from:
 - a. Gaining/Losing state RCT NCO
 - b. Transferring Soldier
 - c. Gaining/Losing Unit
 - d. RRNCO
2. Complete Interstate Transfer (IST Worksheet) by acquiring soldier data from losing unit.
3. Verify eligibility:
 - a. Medical retention standards.
 - b. ETS date.
 - c. Height/Weight.
 - d. APFT.
 - e. Unexcused absences.

Note: If Qualified, continue to step four. If unqualified, request appropriate waiver if applicable or stop processing if no waiver is authorized.
4. Request appropriate unit assignment from gaining RCT NCO based on the following:
 - a. Eligibility.
 - b. Unit Vacancies.
 - c. Geographic location.
 - d. Gender.
 - e. MOS qualifications.
 - f. SRIP.
 - g. Rank/Pay Grade.
 - h. PULHES.
5. Receive unit assignment from gaining state.
6. Coordinate completion of Contract (NGB 22-5-R-E and addendum to DD Fm 4) with:
 - a. Losing unit for coordinated transfers.
 - b. Gaining state for uncoordinated transfers.
7. Receive the Contract (NGB 22-5-R-E and Addendum to DD Fm 4).
8. Forward Personnel Qualification Record (PQR) and Contract to Gaining State Interstate Transfer RCT NCO.
9. Request/Receive Transfer Order.
10. Process Transfer/Discharge Order.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement

to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Received initial contact for Outbound Interstate Transfer from: <ul style="list-style-type: none"> a. Gaining/Losing state RCT NCO b. Transferring Soldier c. Gaining/Losing Unit d. RRNCO 	—	—
2. Completed Interstate Transfer (IST Worksheet) by acquiring soldier data from losing unit.	—	—
3. Verified eligibility: <ul style="list-style-type: none"> a. Medical retention standards. b. ETS date. c. Height/Weight. d. APFT. e. Unexcused absences. Note: If Qualified, continue to step four. If unqualified, request appropriate waiver if applicable or stop processing if no waiver is authorized.	—	—
4. Request appropriate unit assignment from gaining RCT NCO based on the following: <ul style="list-style-type: none"> a. Eligibility. b. Unit Vacancies. c. Geographic location. d. Gender. e. MOS qualifications. f. SRIP. g. Rank/Pay Grade. h. PULHES. 	—	—
5. Received unit assignment from gaining state.	—	—
6. Coordinated completion of Contract (NGB 22-5-R-E and addendum to DD Fm 4) with: <ul style="list-style-type: none"> a. Losing unit for coordinated transfers. b. Gaining state for uncoordinated transfers. 	—	—
7. Received the Contract(NGB 22-5-R-E and Addendum to DD Fm 4).	—	—
8. Forwarded Personnel Qualification Record (PQR) and Contract to Gaining State Interstate Transfer RCT NCO.	—	—
9. Requested/Received Transfer Order.	—	—
10. Processed Transfer/Discharge Order.	—	—

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required
NGR 600-200

Related
AR 135-7

References

Required
SMTC18

Related

AR 40-501
AR 600-9
DA PAM 611-21
NGR 601-1

Process In-Service Recruits **805B-79T-2472**

Conditions: As a RCT NCO, in a field environment, given a requirement to process an In Service Recruit, given access to NGR 601-1, NGR 600-200, current Enlistment Criteria, current Unit Vacancies, REQUEST, Keystone, State/Territory specific RRF SOP and standard office supplies.

Standards: Process and access an in service recruit IAW NGR 600-200, current Enlistment Criteria and State/Territory specific RRC SOP.

Performance Steps

1. Identify pending in service recruits (ISR) through one or more of the following sources:
 - a. REQUEST.
 - b. Personal contact with RCCC. For personal contact with RCCC, complete the following:
 - (1) Locate appropriate unit assignment.
 - (2) Add a vacancy to REQUEST.
 - (3) Provide RCCC with Unit Vacancy control number.
 - c. US Mail.
2. Inform unit of pending ISR.
3. Receive ISR packet.
4. Verify ISR packet contents as applicable:
 - a. DA Form 5691-R.
 - b. DD Form 4 Series.
 - c. DA Form 7249-R.
 - d. DA Form 5435-R.
 - e. DA Form 5261-3-R.
 - f. DA Form 5261-4-R.
 - g. DA Form 5642-R.
 - h. Separation Order.
 - i. Amendment Order.
 - j. Endorsement Order.
 - k. DA Form 2A (ERB).
 - l. DA Form 2-1.
 - m. DD 2808 & 2807.
 - n. DA 5500-R/DA 5501-R.
 - o. DD Form 214.
5. Forward ISR packet to SIDPERS IAW with State specific RRC SOP.
6. Report accession data IAW State specific RRC SOP.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

	<u>GO</u>	<u>NO-GO</u>
1. Identified pending in service recruits (ISR) through one or more of the following sources:	—	—

Performance Measures	<u>GO</u>	<u>NO-GO</u>
a. REQUEST.		
b. Personal contact with RCCC. For personal contact with RCCC, completed the following:		
(1) Located appropriate unit assignment		
(2) Added a vacancy to REQUEST		
(3) Provided RCCC with Unit Vacancy control number		
c. US Mail		
2. Informed unit of pending ISR.	_____	_____
3. Received ISR packet.	_____	_____
4. Verified ISR packet contents as applicable:	_____	_____
a. DA Form 5691-R		
b. DD Form 4 Series		
c. DA Form 7249-R		
d. DA Form 5435-R		
e. DA Form 5261-3-R		
f. DA Form 5261-4-R		
g. DA Form 5642-R		
h. Separation Order		
i. Amendment Order		
j. Endorsement Order		
k. DA Form 2A (ERB)		
l. DA Form 2-1		
m. DD 2808 & 2807		
n. DA 5500-R		
o. DD Form 214		
5. Forwarded ISR packet to SIDPERS IAW with State specific RRC SOP.	_____	_____
6. Reported accession data IAW State specific RRC SOP.	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 600-200
NGR 601-1
SMTC10
STATE R&R SOP

Manage State REQUEST System
805B-79T-2473

Conditions: As a RCT NCO, in a field environment, given a requirement to RCT Workstation, NGR 601-1, NGR 600-200 with current ECM, appropriate messages, Request Operation System, REQUEST manual and standard office supplies.

Standards: Perform duties as REQUEST manager and maintain accurate information on all units and vacancies IAW REQUEST User Manual.

Performance Steps

1. Log in using REQUEST user name and password.
2. Check mail.
3. Review weekly top-load and coordinate resolution of errors.
4. Manage Unit Vacancies.
 - a. Search and hold a Unit Vacancy.
 - b. Create a Unit vacancy.
 - c. Verify a Unit Vacancy.
 - d. Update a Unit Vacancy.
5. Manage ARNG Station Assignments/ARNG Units.
 - a. Verify Unit by Facility ID.
 - b. Create a New Facility ID.
 - c. Verify a Unit by UIC.
 - d. Create a Unit by UIC.
 - e. Match a Unit by UIC to a Facility ID.
 - f. Create/Update a Unit POC.
6. Manage Reports.
 - a. Arrivals report.
 - b. Available vacancies report.
 - c. Frozen Report.
 - d. Job Qualification Policies report.
 - e. Cancellation Report.
 - f. Reservation Report.
 - g. Unconfirmed Accessions Report.
 - h. Unit Report.
 - i. Vacancy Report.
 - j. Print a Report.
7. User Management.
 - a. Change REQUEST password.
 - b. Maintain Users.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Logged in using REQUEST user name and password.	_____	_____
2. Checked mail.	_____	_____
3. Reviewed weekly top-load and coordinated resolution of errors.	_____	_____
4. Managed Unit Vacancies.	_____	_____
a. Searched and held a Unit Vacancy.		
b. Created a Unit vacancy.		
c. Verified a Unit Vacancy.		
d. Updated a Unit Vacancy.		
5. Managed ARNG Station Assignments/ARNG Units.	_____	_____
a. Verified Unit by Facility ID.		
b. Created a New Facility ID.		
c. Verified a Unit by UIC.		
d. Created a Unit by UIC.		
e. Matched a Unit by UIC to a Facility ID.		
f. Created/Updated a Unit POC.		
6. Managed Reports.	_____	_____
a. Arrivals report.		
b. Available vacancies report.		
c. Frozen Report.		
d. Job Qualification Policies report.		
e. Cancellation Report.		
f. Reservation Report.		
g. Unconfirmed Accessions Report.		
h. Unit Report.		
i. Vacancy Report.		
j. Print a Report.		
7. User Management.	_____	_____
a. Changed REQUEST password.		
b. Maintained Users.		

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required
SMTC10

Related
NGR 600-200
NGR 601-1

Manage State Automated Unit Vacancy System (AUVS)

805B-79T-2474

Conditions: As a RCT NCO, in a field environment, given a requirement to RCT Workstation with internet access, NGR 601-1, NGR 600-200 with current ECM, appropriate messages, AUVS manual and standard office supplies.

Standards: Perform duties as AUVS manager and maintain accurate information on all units and vacancies IAW AUVS User Manual.

Performance Steps

1. Log in using AKO user name and password.
2. Check messages.
3. Verify Unit Transcript.
 - a. Review the Projected Primary and Over strength Vacancy load.
 - (1) Approve vacancy loads.
 - (2) Exempt vacancy loads.
 - b. Identify out of character discrepancies(out of character discrepancies consist of any large numbers of Projected Primary or Over Strength vacancies).
4. Submit State Manager Review.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Logged in using AKO user name and password.	_____	_____
2. Checked messages.	_____	_____
3. Verified Unit Transcript.	_____	_____
a. Reviewed the Projected Primary and Over strength Vacancy load.		
(1) Approved vacancy loads.		
(2) Exempted vacancy loads.		
b. Identified out of character discrepancies(out of character discrepancies consist of any large numbers of Projected Primary or Over Strength vacancies).		
4. Submitted State Manager Review.	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 600-200
NGR 601-1

Subject Area 5: Automation NCO

Manage User Accounts**805B-79T-2440**

Conditions: Given a requirement to add, modify or delete a user account and ANCO has access to the necessary ARISS application(s).

Standards: Added, maintained, transferred, or deleted a user account IAW current ARISS application utilizing procedures outlined in the user manuals for personnel application (PER), system user registration (BigSUR), Fast lane, force structure address and zip code realignment (FAZR), and joint recruiting management support (JRMS).

Performance Steps

1. Create new user account
 - a. Initiate USAAC Form 101 to verify favorable security investigation.
 - (1) If favorable, go to Step 1b.
 - (2) If no record:
 - (a) ensure that user completes the SF86 and submits to the state Security Officer.
 - (b) initiate USAREC FM 1189 and Request for a waiver.
 - (c) upon waiver approval go to step 1b.
 - (3) If "unfavorable, user not eligible", refer to chain of command. (End of Task)
 - b. Verify the following required user accounts:
 - (1) Army Knowledge Online (AKO).
 - (2) Virtual Armory / YOUCANNET.
 - (3) E-mail.
 - c. Add user to Personnel Application (PER) by completing the following:
 - (1) Pending-Gain-Add Screen.
 - (2) Arrival Information data fields.
 - d. Select user applications and roles in System User Interface (BigSUR).
 - e. Receive and forward e-mail with user information regarding Public Key Infrastructure (PKI) to socl1@usarec.army.mil to request PKI certificates.
 - f. Receive e-mail notification regarding internet service provider (ISP) account from Joint Recruiting Management Support (JRMS) and accept the account on the JRMS website as required.
2. Modify user account(s) by updating user data in:
 - a. PER.
 - (1) Maintain.
 - (2) Transfer.
 - (3) Loss.
 - b. BigSUR.
 - (1) Modify user data.
 - (2) Change user roles.
 - (3) Applications.
 - c. FAZR. Modify user data.
 - d. JRMS (if required). Modify user data.
 - e. FastLane.
 - (1) Maintain user passwords.
 - (2) Remove machine name (as required).
 - f. E-mail (State Specific).

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement.

Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
 b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Created new user account: a. Initiated USAAC Form 101 to verify favorable security investigation. (1) If favorable, go to Step 1b. (2) If no record: (a) Ensured that user completes the SF86 and submits to the state Security Officer. (b) Initiated USAREC FM 1189 and Request for a waiver. (c) Upon waiver approval go to step 1b. (3) If "unfavorable, user not eligible", refer to chain of command. (End of Task) b. Verified the following required user accounts: (1) Army Knowledge Online (AKO). (2) Virtual Armory / YOUCANNET. (3) E-mail. c. Added user to Personnel Application (PER) by completing the following: (1) Pending-Gain-Add Screen. (2) Arrival Information data fields. d. Selected user applications and roles in System User Interface (BigSUR). e. Received and forwarded e-mail with user information regarding Public Key Infrastructure (PKI) to soc11@usarec.army.mil to request PKI certificates. f. Received e-mail notification regarding internet service provider (ISP) account from Joint Recruiting Management Support (JRMS) and accept the account on the JRMS website as required.	_____	_____
2. Modified user account(s) by updating user data in: a. PER. (1) Maintain. (2) Transfer. (3) Loss. b. BigSUR. (1) Modify user data. (2) Change user roles. (3) Applications. c. FAZR. Modify user data. d. JRMS (if required). Modify user data. e. FastLane. (1) Maintained user passwords. (2) Removed machine name (as required). f. E-mail (State specific).	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related
 SMTC12

**References
Required**

Related
SMTC13
SMTC14
SMTC21

Prepare Recruiter Work Station (RWS) for Issue 805B-79T-2441

Conditions: Given a requirement to provide an RWS for the end user and access to ARISS Administrator Guide, RWS, latest images and updates.

Standards: Prepared RWS for issue in accordance with ARISS Administrator Guide.

Performance Steps

1. Install the ARISS image onto the RWS utilizing the current ARISS Administrator Guide.
2. Setup EPSQ for state specific security manager information.
3. Setup email.
 - a. Add user's email account.
 - b. Setup secured email.
 - c. Setup email for off-line use.
 - d. Setup personal folders.
4. Setup connectivity as required.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Installed the ARISS image onto the RWS utilizing the current ARISS Administrator Guide.	—	—
2. Set up EPSQ for state specific security manager information.	—	—
3. Set up email. <ol style="list-style-type: none"> a. Added user's email account. b. Set up secured email. c. Set up email for off-line use. d. Set up personal folders. 	—	—
4. Set up connectivity as required.	—	—

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required
SMTC16

Related

Maintain Recruiter Work Station (RWS)

805B-79T-2442

Conditions: Given a fully functional RWS and access to:

- a. Appropriate Recovery CD.
- b. Required Updates
- c. Appropriate Army Recruiting Information Support System (ARISS) Operations Messages and Administrators Guides.
- d. ARISS Logistical Support Plan.

Standards: Maintain functionality and be in compliance with current USAREC RWS hardware and software baseline requirements.

Performance Steps

1. Identify maintenance required.
 - a. Update required (go to step 2).
 - b. RWS Malfunction identified (go to step 3).
2. Apply appropriate update IAW supplied ARISS documentation. (Task Complete)
3. Perform troubleshooting process by determining nature of problem.
 - a. Software.
 - (1) Common Off the Shelf (COTS) software.
 - (2) Operating System.
 - (3) ARISS Software.
 - b. Hardware.
 - (1) Laptop.
 - (2) Connectivity.
 - (a) LAN.
 - (b) Dial-up.
 - (3) Printer.
 - c. User.
4. Perform repair process.
 - a. Identify appropriate documentation (if available).
 - b. Utilize appropriate documentation (if available) to correct problem.
 - c. If unable to solve or repair problem, contact Customer Service Center (CSC), the ARISS Help Desk.

NOTE: Share knowledge of successful solution of previously unknown problem with RRAC Automation Sub-Committee Chair. If unable to solve or repair problem, contact Customer Service Center (CSC), the ARISS Help Desk.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

1. Identified maintenance required.
 - a. Updated required (go to step 2).

GO **NO-GO**

— —

Performance Measures	<u>GO</u>	<u>NO-GO</u>
b. RWS Malfunction identified (go to step 3).		
2. Applied appropriate update IAW supplied ARISS documentation. (Task Complete)	—	—
3. Performed troubleshooting process by determining nature of problem.	—	—
a. Software.		
(1) Common Off the Shelf (COTS) software.		
(2) Operating System.		
(3) ARISS Software.		
b. Hardware.		
(1) Laptop.		
(2) Connectivity.		
(a) LAN.		
(b) Dial-up.		
(3) Printer.		
c. User.		
4. Performed repair process.	—	—
a. Identified appropriate documentation (if available).		
b. Utilized appropriate documentation (if available) to correct problem.		
c. If unable to solve or repair problem, contacted Customer Service Center (CSC), the ARISS Help Desk.		

NOTE: Shared knowledge of successful solution of previously unknown problem with RRAC Automation Sub-Committee Chair.

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required
SMTC16
SMTC17

Related

Maintain RSID Territory Assignments and Relationships

805B-79T-2443

Conditions: Given an RSID structure, recruiting territory assignments, access to Force Address And Zip Code Realignment (FAZR) user's manual and application.

Standards: Maintain correct RSID and territory assignments utilizing the FAZR application IAW ARNG FAZR User's Manual and State specific recruiting and retention standard operating procedures (SOPs).

Performance Steps

1. Review/update RSID information (as required).
2. Review/update zip codes assignments (as required).

NOTE: All zip codes must be assigned

3. Review/update school assignments (as required).
4. Review/update unit assignments (as required).

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

1. Reviewed/updated RSID information (as required).
2. Reviewed/updated zip codes assignments (as required).

NOTE: All zip codes must be assigned.

3. Reviewed/updated school assignments (as required).
4. Reviewed/updated unit assignments (as required).

GO **NO-GO**

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required
SMTTC14
SMTTC18

Related

Manage Information Security (INFOSEC) for the ARNG Recruiting and Retention Force
805B-79T-2444

Conditions: Given the responsibility as the Information Assurance Security Officer (IASO) for the Recruiting and Retention Command and access to:

1. AR 380-19.
2. Guidance from USAREC-IAM.
3. Guidance form NGB-ASM.
4. State and local guidance.

Standards: Manage INFOSEC for the Recruiting and Retention Command IAW AR 380-19, guidance from USAREC-IAM, guidance form NGB-ASM, state and local guidance.

Performance Steps

1. Process and maintain appropriate security forms and paperwork..
 - a. Assignment of Automation NCO (ANCO) as an Information Assurance Security Officer (IASO).
 - (1) Acknowledgement of Trusted Agent (TA) Responsibilities Memorandum.
 - (2) DD FORM 2841.
 - (3) Memorandum identifying the State Security Manager.
 - b. USAAC FORM 101 (USAAC Information Systems Access Request)..
 - c. DD FORM 2842.
2. Manage Public Key Infrastructure (PKI):
 - a. Establish secure email with the ARISS Information Assurance Manager (IAM) at Fort Knox.
 - (1) Setup Microsoft Outlook for secure email.
 - (2) Receive DOD Public Key Infrastructure Certificate Registration Instructions in a secure email.
 - b. Download PKI Certificates.
 - (1) Ensure User downloads all certificates from the DISA web site <http://reg.c3pki.chamb.disa.mil/>.
 - (2) Ensure User backs up certificates onto PKI floppy disk and assigns password to each certificate.
 - c. Manage PKI certificates.
 - (1) IASO and user complete DD Form 2842.
 - (2) Make proper distribution of DD Form 2842.
 - (a) Original copy to ARISS IAM.
 - (b) Maintain file copy as an inspectable item.
 - (3) User tests PKI certificates.
 - (4) Automation NCO deletes certificates from Netscape by deleting the cert7.db and key3.db files.
 - (5) Report lost, found or compromised PKI to ARISS IAM.
3. Conduct initial and annual security briefings.
4. Comply with DOD, NGB, USAREC, and State password conventions and policies.
5. Conduct periodic review of INFOSEC equipment and update as required.
6. Respond to INFOSEC violations.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it.

Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Processed and maintained appropriate security forms and paperwork.	—	—
a. Assignment of Automation NCO (ANCO) as an Information Assurance Security Officer (IASO).		
(1) Acknowledgement of Trusted Agent (TA) Responsibilities Memorandum.		
(2) DD FORM 2841.		
(3) Memorandum identifying the State Security Manager.		
b. USAAC FORM 101.		
c. DD FORM 2842.		
2. Managed Public Key Infrastructure (PKI):	—	—
a. Established secure email with the ARISS Information Assurance Manager (IAM) at Fort Knox.		
(1) Setup Microsoft Outlook for secure email.		
(2) Received DOD Public Key Infrastructure Certificate Registration Instructions in a secure email.		
b. Downloaded PKI Certificates.		
(1) Ensured User downloads all certificates from the DISA web site http://reg.c3pki.chamb.disa.mil/ .		
(2) Ensured User backs up certificates onto PKI floppy disk and assigns password to each certificate.		
c. Managed PKI certificates.		
(1) IASO and user completed DD Form 2842.		
(2) Made proper distribution of DD Form 2842.		
(a) Original copy to ARISS IAM.		
(b) Maintained file copy as an inspectable item.		
(3) User tests PKI certificates.		
(4) Automation NCO deleted certificates from Netscape by deleting the cert7.db and key3.db files.		
(5) Reported lost, found or compromised PKI to ARISS IAM.		
3. Conducted initial and annual security briefings.	—	—
4. Complied with DOD, NGB, USAREC, and State password conventions and policies.	—	—
5. Conducted periodic review of INFOSEC equipment and updated as required.	—	—
6. Responded to INFOSEC violations.	—	—

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required
AR 380-19

Related

Provide Initial Recruiter Work Station (RWS) Familiarization
805B-79T-2445

Conditions: Given a requirement to familiarize a newly assigned User with the RWS and access to RWS.

Standards: Introduce a newly assigned User to the RWS software and hardware in accordance with Leads/Report user manual and state specific guidance.

Performance Steps

1. Familiarize User with RWS hardware.
 - a. Lights and indicators on RWS.
 - b. How to open and close RWS.
 - c. Specific buttons on RWS.
 - d. Environmental limits of RWS
 - e. Ports on back of RWS.
 - f. Location and operation of peripherals.
2. Introduce User to RWS software.
 - a. Hardware Profiles.
 - (1) Dialup.
 - (2) LAN.
 - b. Connectivity.
 - (1) Dialup.
 - (2) LAN.
 - c. Login to RWS.
 - d. Secure VPN Tunnel.
 - e. Asset Manager Option (AMO)/Software Delivery Option (SDO).
 - f. Leads/Reports.
 - (1) Login.
 - (2) Replication.
 - (3) Projection.
 - g. EST.
 - h. EPSQ.
 - i. Microsoft Outlook.
 - j. Form Flow.
 - k. Girth.
 - l. Printers.
 - m. Dialup networking.
 - n. Shutdown procedures.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

GO **NO-GO**

1. Familiarized User with RWS hardware.
 - a. Lights and indicators on RWS.
 - b. How to open and close RWS.
 - c. Specific buttons on RWS.
 - d. Environmental limits of RWS.

Performance Measures

GO **NO-GO**

- e. Ports on back of RWS.
- f. Location and operation of peripherals.

2. Introduced User to RWS software.

- a. Hardware Profiles.
 - (1) Dialup.
 - (2) LAN.
- b. Connectivity.
 - (1) Dialup.
 - (2) LAN.
- c. Login to RWS.
- d. Secure VPN Tunnel.
- e. Asset Manager Option (AMO)/Software Delivery Option (SDO).
- f. Leads/Reports.
 - (1) Login.
 - (2) Replication.
 - (3) Projection.
- g. EST.
- h. EPSQ.
- i. Microsoft Outlook.
- j. Form Flow.
- k. Girth.
- l. Printers.
- m. Dialup networking.
- n. Shutdown procedures.

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required
SMTc15

Related

Skill Level 5

Subject Area 6: Supervision

Conduct Performance Review

805B-79T-4500

Conditions: You have scheduled a performance review with a RRNCO and have access to:

- a. Production Reports.
- b. RWS.
- c. Reports Management Zone.
- d. Leader Zone/TOS.
- e. RRNCO planning tools.
- f. DA Form 4856.
- g. DA Form 2166-8, DA Form 2166-8-1
- h. DSRO reports.
- i. NGR 600-200 w/current ECM.
- j. State SOP.
- k. NGR 601-1

Standards: Conduct a Strength Maintenance performance review that addresses production, administrative and management skills; provide direction/guidance and results in a documented plan of action.

Performance Steps

1. Review and evaluate RRNCO Strength Maintenance data (as applicable) from:
 - a. Previous performance counseling (if applicable).
 - b. Automated production reports.
 - (1) Reports Management Zone.
 - (2) Leader Zone/TOS.
 - c. RRNCO planning tools (if applicable).
 - d. Other records that provide insight on the RRNCO ability to perform.
2. Discuss performance issues relating to:
 - a. Professional/Personal concerns (soldier welfare).
 - b. Mission objectives.
 - c. Production activities.
 - (1) Prospecting.
 - (2) Interviews.
 - (3) MEPS processing.
 - (4) School programs.
 - (5) Waivers.
 - (6) Projections.
 - d. RSP support role.
 - e. Strength Maintenance responsibilities in assigned units.
3. Document results of performance review by addressing the following (as applicable):

Note: Utilized DA Form 4856, DA Form 2166, or other acceptable format as stated in State SOP.

- a. Positive performance observations.
- b. Observations where performance needs improvement.
- c. Additional training requirements.
- d. Long and short term professional/personal goals.
- e. Mission objectives.
- f. Plan of action to sustain/improve performance.

Performance Steps

- g. Follow up action.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

	<u>GO</u>	<u>NO-GO</u>
1. Reviewed and evaluated RRNCO Strength Maintenance data.	_____	_____
2. Discussed performance issues.	_____	_____
a. Professional/Personal concerns.		
b. Mission objectives.		
c. Production activities.		
d. RSP support role.		
e. Strength Maintenance responsibilities in assigned units.		
3. Documented results of performance review .	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

DA FORM 2166-8
 DA FORM 2166-8-1
 DA FORM 4856
 NGR 600-200
 NGR 601-1
 SMTC15
 SMTC18
 SMTC20

Determine Strength Maintenance Objectives

805B-79T-4501

Conditions: You have received your end strength objective for your assigned area and you have access to:

- a. Demographic/environmental data.
- b. DSRO.
- c. NGR 601-1.
- d. RWS.
- e. Graphical Accessions Mapping Analysis Tool (GAMAT).
- f. Leader Zone/TOS.
- g. Reports Management Zone.
- h. State specific strength maintenance SOP.

Standards: Considering demographics, environmental factors, logistics, historical data, and annual assigned team mission determine individual RRNCO annual and monthly objectives.

Performance Steps

1. Determine each RRNCO's productivity by dividing the total annual production objective by your total assigned RRNCO's.
2. Having arrived at an average annual production objective per RRNCO, consider factors affecting production.
 - a. Determine RRNCO MOS/NCOES training requirements.
 - (1) WLC.
 - (2) BNCOC Phase I.
 - (3) 79T SQI4.
 - (4) 79T Conversion Course.
 - (5) ANCOC.
 - b. Review state strength maintenance SOP and list resource availability/constraints to include:
 - (1) ADOS/GWOT recruiter.
 - (2) Required Sustainment Training.
 - (3) Recruiting and Retention NCO experience.
3. Assign individual RRNCO mission objective to account for considerations in Step 2.

For example: RRNCO A may have a NCOES requirement, sparse demographic populations, which may justify a mission objective reduction; RRNCO B may not be scheduled to attend any formal training, have dense population demographics, justifying a mission objective increase. Any reduction in mission objective must be reassigned to another RRNCO.

4. In determining an RRNCO annual production objective, you must divide the annual production objective by 12 and assign the monthly objectives taking into consideration peak production opportunities, and low, or non-productive considerations.

NOTE: As a general rule, you should assign a higher mission in the beginning of the FY. See the section on Market Timing outlined in NGR 601-1.

5. Review individual objectives with each RRNCO to ensure each RRNCO are aware of the objectives and the rational for assigning the objective.
6. Determine the annual attrition/retention objective for each unit assigned to the RRNCO. Determination should be based upon the guidance from NGB, past and current attrition rates for assigned unit(s), and past and anticipated retention data for assigned unit(s). Review individual objectives with each RRNCO to ensure each RRNCO are aware of the objectives.

Performance Steps

7. Publish and distribute individual RRNCO monthly and yearly objectives to each RRNCO, State R&R SGM, and RRC.
8. Maintain production statistics as required by state specific strength maintenance SOP.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Determined each RRNCO's productivity by dividing the total annual production objective by your total assigned RRNCO's.	—	—
2. Having arrived at an average annual production objective per RRNCO, considered factors affecting production. <ol style="list-style-type: none"> a. Determined RRNCO MOS/NCOES training requirements. b. Reviewed state strength maintenance SOP and resource availability/constraints. 	—	—
3. Assigned individual RRNCO mission objective to account for considerations in Step 2.	—	—
4. Determined RRNCO's annual production objective, by dividing the annual production objective by 12 and assigning the monthly objectives.	—	—
5. Reviewed individual objectives with each RRNCO to ensure each RRNCO is aware of the objectives and the rational for assigning the objective.	—	—
6. Determined the annual attrition/retention objective for each unit assigned to the RRNCO.	—	—
7. Published and distributed individual RRNCO monthly and yearly objectives to each RRNCO, State R&R SGM, and RRC.	—	—
8. Maintained production statistics as required by state specific strength maintenance SOP.	—	—

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-1
 SMTC15
 SMTC18
 SMTC20

Conduct an Orientation for a Newly Assigned RRNCO
805B-79T-4502

Conditions: You have scheduled an orientation with a newly assigned RRNCO in his/her office to clearly define assigned duties and responsibilities; you have access to the following:

- a. AR 25-1
- b. AR 40-501
- c. AR 58-1
- d. AR 135-18
- e. AR 190-16
- f. AR 600-8-10
- g. AR 600-8-22
- h. AR 600-9
- i. AR 600-20
- j. AR 623-3
- k. ARISS/Top of System / Leader Zone User Manuals
- l. Current FY ECM
- m. DA Pam 611-21
- n. DA Pam 623-3
- o. FAZR reports (School assignments / zip codes / units)
- p. FM 6-22
- q. FM 21-20
- r. NGR 600-5
- s. NGR 600-12
- t. NGR 601-1
- u. RWS
- v. Standard office supplies and equipment
- w. State specific Strength Maintenance SOP
- x. Mission Assignment

Standards: Conduct new RRNCO orientation by explaining soldier responsibilities, RRNCO responsibilities, and Administrative requirements.

Performance Steps

1. Explain Soldier Responsibilities Regarding:

Note: Expands on and further explains topics introduced at the AGR orientation briefing.

- a. Leave and Pass Policies.
- b. Medical procedures. (Sick Call. ER, etc...)
- c. Administrative actions.
 - (1) SGLI.
 - (2) DEERS.
 - (3) Tricare.
 - (4) ID cards.
- d. APFT/Weight requirements.
- e. Pay.
 - (1) SDAP.
 - (2) RIP.
 - (3) Clothing Allowance.
- f. Career planning.
 - (1) MOSQ/SQI.
 - (2) NCOES.
- g. Organization Chain of Command.
- h. Duty Uniform.

Performance Steps

2. Explain RRNCO Responsibilities Regarding:
 - a. Mission.
 - (1) Yearly.
 - (2) Quarterly.
 - (3) Monthly.
 - b. School Programs, including but not limited to:
 - (1) You Can School Programs.
 - (2) Career Direction.
 - (3) ASVAB Interpretation.
 - (4) Educator Luncheons.
 - c. Prospecting.
 - (1) Telephone.
 - (2) Area Canvassing.
 - (3) Mail Programs.
 - d. COI/VIP cultivation, including but not limited to:
 - (1) School Personnel.
 - (2) Unit Full Time Staff.
 - (3) MET site Test personnel.
 - (4) Community Leaders.
 - (5) Civic Leaders.
 - (6) Unemployment Office.
 - (7) Job Corp.
 - (8) Chamber of Commerce.
 - (9) City Officials.
 - (10) ESGR Representatives.
 - (11) Veterans Service Representative.
 - e. Community Programs.
 - f. Media relations.
 - (1) Newspaper.
 - (2) Radio.
 - (3) Television.
 - g. RWS.
 - (1) Appropriate Use.
 - (2) Replication.
 - (3) Projection Timelines.
 - (4) Packet preparation.
 - (5) Outlook.
 - h. Attrition Management/Retention Activities.
 - (1) Drill attendance.
 - (2) ETS rosters.
 - (3) Retention interviews.
 - (4) Stay Guard Survey Series.
 - (5) Unit briefings.
 - (6) Family Readiness Group.
 - i. RSP duties and responsibilities.
3. Explain Administrative Responsibilities Regarding:
 - a. Use of GSA Vehicle and Credit Card.
 - b. Cell Phone usage.
 - c. Business Cards ordering.
 - d. Use of Mission Zone account.
 - e. Weekly/Monthly Reporting (as required).
 - f. Physical Security (assigned area and equipment).
 - g. Issuance and Maintenance of Regulation Library.

Performance Steps

h. Expense Account.

4. Complete Orientation Documents as required by State specific Strength Maintenance SOP.

Evaluation Preparation: This task may be evaluated by two methods:

a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement.

Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.

b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it.

Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

GO **NO-GO**

1. Explained Soldier Responsibilities Regarding:	_____	_____
a. Leave and Pass Policies.		
b. Medical procedures. (Sick Call. ER, etc...)		
c. Administrative actions.		
d. APFT/Weight requirements.		
e. Pay.		
f. Career planning.		
g. Organization Chain of Command.		
h. Duty Uniform.		
2. Explained RRNCO Responsibilities Regarding:	_____	_____
a. Mission.		
b. School Programs (including but not limited to).		
c. Prospecting.		
d. COI/VIP cultivation.		
e. Community Programs.		
f. Media relations.		
g. RWS.		
h. Attrition Management/Retention Activities.		
i. RSP duties and responsibilities.		
3. Explained Administrative Responsibilities Regarding:	_____	_____
a. Use of GSA Vehicle and Credit Card.		
b. Cell Phone usage.		
c. Business Cards ordering.		
d. Use of Mission Zone account.		
e. Weekly/Monthly Reporting (as required).		
f. Physical Security (assigned area and equipment).		
g. Issuance and Maintenance of Regulation Library.		
h. Expense Account.		
4. Completed Orientation Documents as required by State specific Strength Maintenance SOP.	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

AR 135-18

AR 190-16

**References
Required**

Related

AR 25-1
AR 40-501
AR 58-1
AR 600-20
AR 600-8-10
AR 600-8-22
AR 600-9
DA PAM 611-21
FM 21-20
FM 6-22
NGR 600-12
NGR 600-5
NGR 601-1
SMTC14
SMTC15
SMTC16
SMTC18
SMTC20

Administer RRNCO Training Program

805B-79T-4503

Conditions: You are in the fourth quarter of the fiscal year with a requirement to develop a yearly training plan for your team or upon completion of a performance review and have access to:

- a. Performance reviews.
- b. Report Management Zone (RMZ).
- c. Developmental counseling.
- d. TOS.
- e. RWS.
- f. Leader zone.
- g. NGR 601-1.
- h. NGB Pam 601-1.
- i. State SM SOP.
- j. Standard office equipment.
- k. 79T STP.
- l. FM 7-0.
- m. FM 7-1.

Standards: Develop a yearly training plan, which includes both team and individual required training per NGR 601-1, STP, and State specific command training guidance. Identify individual training requirements based on results of performance review.

Performance Steps

1. Analyze data to determine team training requirements from:
 - a. Performance reviews.
 - b. RMZ.
 - c. Developmental counseling.
 - d. TOS.
 - e. RWS.
 - f. Leader zone.
 - g. NGR 601-1.
 - h. NGB Pam 601-1.
 - i. State SM SOP.
 - j. 79T STP.
2. Build yearly team training plan/calendar which includes the following:
 - a. 79T sustainment training.
 - b. NCOES.
 - c. Newly assigned RRNCO training requirements.
 - d. State/Area/Team training meetings and conferences.
3. Prepare training program.
 - a. Determine training method and location.
 - (1) Use workshop and/or seminar methods for new policy and updates on new information.
 - (2) Use practical exercises for reinforcement of current skills and development of new or changed techniques.
 - b. Prepare or obtain training outline /lesson plan and coordinate materials for training.
 - c. Distribute training schedule/outline to designated attendees.
4. Conduct Training.
 - a. Discuss differences between performance and published standards.
 - b. Discuss training schedule and end state objective.
 - c. Implement lesson plan(s).
 - d. Evaluate how well RRNCO perform task(s).

Performance Steps

e. Record training results.

5. Conduct after action review.

Evaluation Preparation: This task may be evaluated by two methods:

a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.

b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures

GO **NO-GO**

1. Analyzed data to determine team training requirements.

2. Built yearly team training plan/calendar.

3. Prepared training program.

4. Conducted Training.

5. Conducted after action review.

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

FM 7-0

FM 7-1

NGR 601-1

SMTC15

SMTC18

SMTC20

STP 12-79T25-SM-TG

Evaluate a Battalion Level (or above) Retention Environment
805B-79T-4504

Conditions: A commander has requested an evaluation of their retention environment and you have access to:

- a. Unit Retention Evaluation(s).
- b. UMR.
- c. iMARC.
- d. DSRO.
- e. State/Local regulation, programs, and SOPs.
- f. Results of Stay Guard Survey Series.
- g. No-Val Pay.
- h. Awards.
- i. AWOL Recovery.
- j. RSP Program.
- k. Unit Retention NCO.
- l. BCC.
- m. Unit Members.
- n. General Office Supplies.
- o. NGR 601-1.

Standards: Assess the level of retention effectiveness for the battalion (or higher) by determining if the Strength Maintenance program complies with NGR 601-1 and state SM Program; comparing the information obtained with published objectives, standards, and goals; identifying if the retention atmosphere reflects a positive or negative trend; and preparing a report (and briefing if appropriate) to inform the commander of the finding and recommendations.

Performance Steps

1. Obtain the following information:
 - a. Results of RRNCO Unit Review(s). (See Task 805B-79T-2462.)
 - b. DSRO retention reports.
 - c. Local historical data (retention rates, attrition rates, surveys, retention/exit interviews).
 - d. Past/future deployments.
 - e. Unit reorganization/redesignation history.
 - f. DMOSQ percentage.
2. Determine if the unit Strength Maintenance Program is in compliance with established policies, standards, and goals by reviewing:
 - a. Policies and Procedures.
 - b. Equal Opportunity.
 - c. Retention Objectives.
 - d. Attrition Objectives.
 - e. Unit Referral Programs.
 - f. Unit Leadership Responsibilities.
 - g. Unit Sponsorship Program.
 - h. ESGR initiatives.
 - i. Family Readiness initiatives.
 - j. State Specific Career Counseling SOP (if applicable).
 - k. Drill Attendance.
 - l. Formal training for Battalion Career Counselor and Unit Retention Personnel.
 - m. Strength Maintenance Training (NCODP, ODP, etc...).
 - n. Other areas as appropriate (i.e. SRIP, RSP battle hand off, UMR Management).
3. Identify positive/negative trends by comparing past reports with current data.

Performance Steps

4. Clarify any issues identified in steps 1 and 2 with appropriate unit personnel.
5. Prepare a written report for unit commander and brief (as appropriate) per 805B-79T-2451 summarizing unit(s) retention environment.

NOTE: As a minimum the report should include evaluation results, positive/negative trends, recommended courses of action, and follow-up milestones.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Obtained the following information:	_____	_____
a. Results of RRNCO Unit Review(s). (See Task 805B-79T-2462.)		
b. DSRO retention reports.		
c. Local historical data (retention rates, attrition rates, surveys, retention/exit interviews).		
d. Past/future deployments.		
e. Unit reorganization/redesignation history.		
f. DMOSQ percentage.		
2. Determined if the unit Strength Maintenance Program is in compliance with established policies, standards, and goals.	_____	_____
3. Identified positive/negative trends by comparing past reports with current data.	_____	_____
4. Clarified any issues identified in steps 1 and 2 with appropriate unit personnel.	_____	_____
5. Prepared a written report for unit commander and briefed (as appropriate) summarizing unit(s) retention environment.	_____	_____

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References

Required

Related

NGR 601-1
SMTTC18

Develop an Area Strength Maintenance Plan
805B-79T-4505

Conditions: You have a requirement to develop an area strength maintenance plan and have access to:

- a. MEPS calendar (METS/Special Testing).
- b. Previous year's plan.
- c. Team member SM plan.
- d. State marketing plan.
- e. RSP schedule.
- f. Unit schedule.
- g. Any required meetings (state/team).
- h. Individual team member's leave schedule.
- i. Area demographics.
- j. SM objectives/mission.
- k. Market Analysis/Statistics.
- l. NGR 601-1.
- m. NGB Pam 601-1.

Standards: Develop a yearly strength maintenance plan that integrates training, marketing considerations, recruiting and retention events and identifies required resources.

Performance Steps

1. Review the following for changes that will affect your strength maintenance planning strategy:
 - a. FY criteria (GED Plus, College First).
 - b. Current FY Criteria Memorandum.
 - c. Previous FY strength maintenance statistics (production, attrition management and retention).
2. Set attainable quantitative and qualitative goals that address SM areas for improvement or sustainment. Examples:
 - a. Increase high school accessions (Recruiting-Qualitative).
 - b. Increase overall accessions (Recruiting-Quantitative).
 - c. Sustain successful School Entry Vehicle (Recruiting-Qualitative).
 - d. Increase unit retention rate (Retention-Quantitative).
 - e. Reduce training pipeline losses (Attrition-Quantitative).
 - f. Increase unit awareness of ARNG programs (Retention-Qualitative).
3. Identify the need for resources to support the goals identified in step 2 and request support through appropriate channels.
4. Integrate the following into a format that organizes the goals and supporting activities/events by month and quarter. Integrate:
 - a. Annual and Quarterly Goals.
 - b. Area training plans.
 - c. SM local recruiting events (job fairs, community events).
 - d. State marketing events (State Fair, NASCAR events).
 - e. Area Target marketing plans.
 - f. RSP/Unit Drill Schedules.
 - g. Unit Family support/Retention events.
 - h. HS/College recruiting plans.
 - i. Unit retention plans.
 - j. Unit training meeting schedules.
 - k. Any other relative activity or event that supports SM objectives.
5. Review and revise as necessary.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Reviewed the following for changes that will affect your strength maintenance planning strategy: <ol style="list-style-type: none"> a. FY criteria (GED Plus, College First). b. Current FY Criteria Memorandum. c. Previous FY strength maintenance statistics (production, attrition management and retention). 	—	—
2. Set attainable quantitative and qualitative goals that address SM areas for improvement or sustainment.	—	—
3. Identified the need for resources to support the goals identified in step 2 and requested support through appropriate channels.	—	—
4. Integrated activities/events into a format that organizes the goals and supporting activities/events by month and quarter.	—	—
5. Reviewed and revised as necessary.	—	—

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

References
Required

Related
NGR 601-1

GLOSSARY

Section I **Acronyms & Abbreviations**

AAR	after action review; after action report
AARTS	Army Training Requirements and Resources System
ADME	Active Duty Medical Extension
ADOS	Active Duty Operational Support
AGR	Active Guard Reserve
AIMS	automated instructional management system; Aptitude Inventory Measurement Service
AMEDD	Army Medical Department
AMO	automation management office
ANCO	Automation NCO
APFT	Army physical fitness test
APPLE-MD	age and citizenship, prior service, physical/mental testing status, law violations, education, marital status, and dependency
ARNGUS	Army National Guard of the United States
ASI	additional skill identifier
ATRRS	Army training requirements and resource system
AV	audiovisual
AWOL	absent without leave
BASD	basic active service date
BOAT	background, objectives, agenda, timeframe
BRM(1)	Basic Rifle Marksmanship
CAC	common access card; current actions center
CURRORG	Current Organization
DAG	Department of Army National Guard
DAZ	Department of Army Non Applicant
DFR	dropped from rolls

DISA	Defense Information Systems Agency
DLAB	defense language aptitude battery
DMV	Department of Motor Vehicles
DQ	disqualifier
DSRO	Director of Strength Readiness Overview
ECLT	English Comprehension Enlistment Level Test
EOC	emergency operations center; Education Outreach Coordinator
ERB	enlisted records brief
ETNAC	Entrance National Agency Check
EXRRD	Expiration Ready Reserve Obligation Date
FBI	Federal Bureau of Investigation
FLL	first line leader
FRG	Federal Republic of Germany; Family Readiness Group
GC	guidance counselor; government conveyance
GCR	Guidance Counselor Redesign
GCRC	Guidance Counselor Resource Center/Guidance Counselor Redesign Application
GEMRs	Guard Electronic Medical Record System
GNPS	Glossary Non Prior Service
GO/NO-GO	This is a pass-fail criterion of evaluation whereby the soldier cannot be "partially correct." The soldier either meets the standard or does not meet the standard.
HOR	home of record
IADT	initial active duty training
IAM	information assurance manager
IASO	Information Assurance Security Officer
IMARC	Information Management and Reporting Center
INFOSEC	information security
IPERMS	Personnel Electronic Records Management System
IRR	Individual Ready Reserve

ISC	Inter Service Code
ITR	Individual Training Record
JROTC	Junior Reserve Officer Training Corps
LAN	local area network
LOD	line of duty
MIRS	Military Entrance Processing Command Integrated Resource System
MPARSN	Military Personnel Action Reason
MPATYP	Military Personnel Action Type
MRD	motorized rifle division; Mandatory Retirement Date
NCOES	NCO education system
NG	National Guard
NGB	National Guard Bureau
NGB/AG	National Guard Bureau/Adjutant General
NGB-ARH	National Guard Bureau - ARNG
NGB-ASM	National Guard Bureau - ARNG Strength Maintenance
NGB-ROC	National Guard Bureau - REQUEST Operations Center
NMN	no middle name
NPS	nonprior service; new permanent station
OCS	officer candidate school
OSB	officer selection battery
PAI	personnel asset inventory; Pre-Accession Interview
PFU	Physical Fitness Unit
PIN	production identification number; personnel increment number; personal identification number
PKI	public key infrastructure
PT	physical training; point
PTRP	Physical Training and Rehabilitation Program
QNE	qualified - not enlisted

RBJ	rejected reevaluation believed justified; return back justified
RCCC	Reserve Component Career Counselor
RDMS	Reserve Database Management System
RECBASS	Reception Battalion Automated Support System
REDD	recruiter eligibility data display
REFRAD	release from active duty
RMSO	Remaining Military Service Obligation
RRC	requirements review committee; regional readiness command; Recruiting and Retention Command
RSID	recruiting station identification code
RSVPN	Recruiting Services Virtual Private Network
RTRS	Recruiter Temporary Reservation System
SASVAB	Student Armed Services Vocational Aptitude Battery
SDO	Software Delivery Option
SGLV	Servicemembers' Group Life Insurance
SMOM	Strength Maintenance Operations Message
SMOS	secondary military occupational specialty
SPD	separation program designator
SPF	SIDPERS personnel file; service processing for
SPGM	Selective Reserve Incentive Program Policy Guidance Memorandum
SQI	skill qualification identifier
SSAN	social security account number
TA	theater army; Trusted Agent
TDQ	temporarily disqualified
TOE	table of organization and equipment; Term of Enlistment
TRADOC	Training and Doctrine Command
UIC	unit identification code
USAAC	United States Army Accessions Command

USMIRS	U. S. Military Entrance Processing Command Integrated Resource System
VPN	Virtual Private Network
YTC	yearly training calendar
YTD	year to date

Section II
Terms

MNCO
Marketing NCO

NGB Pam
National Guard Bureau Pamphlet

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